



South of the Sound Community Farm Land Trust Action Plan Late 2018 through 2019

For goal areas:

- Farmland Preservation: Increasing Farmland Preserved and Farmers on the Land
- Board Function: Grow and Develop Staff and Board
- Build Capacity: Strengthen the Organization
- Partnership: Building Community Partnerships

Board or Board and Executive Director Lead Actions

Goal Area	Specific Task	Who Starts Task	Time	Priority Level (H/M/L)
Board Processes	Support new E.D. in their new role including assisting with prioritizing among the various tasks. Create a supportive, on-going, check-in and evaluation processes	Board	Formal check in at 30 and 60 days into the position (early Nov, Dec) and 90 day evaluation (start of 2019).	H
Partnerships	Resolve long-term revised AGL with E4E	Board	Final AGL – Sept 2018	H
Build Capacity	Decide whether to apply for 2020 Accreditation	Board and E.D,	E.D. report back from Pittsburg Oct 11-13 2018 - if seeking, start in May 2019	H
Build Capacity	Create Strategic Plan that updates the 2009-11 Plan - 5 year vision	Board and E.D,	Decide on timeline and outline vision/process at Dec 1/2 retreat	H

Board Processes	Recruit Board Members: Race & Ethnic Diversity, Legal, Real Estate, Financial, Farmers, Big \$ Networker, Low-Income, Community Partners	Board	Ongoing – 5 vacant positions	M
Partnerships	Work with Food System Network to document the realms of work of food system related organizations and where CFLT fits (where our voice should be at the table, others organizations we should better understand, etc.)	Board and E.D.	Working through SSFSN to create a map by mid-2019	M
Board Processes	Board Self-Evaluation (annual) and Individual Review (every 3 years)	Board	Board as a group (annually), board member (spring 2019 and every 3 years)	M
Farmland Preservation	Discuss possible buy, protect, sell funding approach or use of investor loans	Board and E.D.	December 2018 Retreat	L

Farmland Preservation Committee Leads Action

Goal Area	Specific Task	Who Starts Task	Time	Priority Level (H/M/L)
Build Capacity	Document the farmland acquisition decision steps, create a checklist	Farmland Preservation Committee	December 2018	H
Farmland Preservation	Create a multiyear, multi-phase plan to acquire to several parcels of a 98 acre south county farm that take into account water rights over the various parcels: Acquire first parcel, Create Request for Proposal (RFP) packet for farmers on the land, consider funding sources for additional parts of the land	Farmland Preservation Committee, E.D.	Plan by Nov 2018; Acquisition TBA; RFP by Feb 2019; If CF, grant is due Feb 2019	H
Farmland Preservation	Make use of building 1 now, with consideration of being compatible with other enterprises at SCF& C and long-term income to more than cover insurance and property tax expenses.	Farmland Preservation Committee, E.D.	Put in use by March 2019, final use is on-going challenge	H
Partnerships	Complete Scatter Creek Farmers Association -governing policies, obligations and membership	Farmland Preservation committee, Farm Management Committee	Upon completion of new AGL with E4E	H
Farmland Preservation	Maintain communication with farm family seeking to make a gift of their farm later in their life.	Farmland Preservation Committee or Staff	Ongoing	M

Legal Committee Leads Actions

Goal Area	Specific Task	Who Starts Task	Time	Priority Level (H/M/L)
Build Capacity	Personnel Policy Handbook – review and recommend revisions to existing policy and practice and review, revise recommended additional policies	Legal Committee, Board	August/Sept 2018 for possible action on Sept 18	H

Human Resource Task Group Leads Actions

Goal Area	Specific Task	Who Starts Task	Time	Priority Level (H/M/L)
Board Processes	Create Board Member Orientation Process	Human Resource Task Group	Before March 2019	H

Several Committee Lead Action

Goal Area	Specific Task	Who Starts Task	Time	Priority Level (H/M/L)
Build Capacity	Develop policies and complete review of policies needing strong organization: Review Insurance regarding appropriate coverage, Risk management review, Communications policy, Grants best fit policy, Policies for new funds held in reserve	Finance Committee, Membership/O outreach/Development Committee, Board	Fall 2018 to Summer 2019	M

Ad Hoc Policy Group

Goal Area	Specific Task	Who Starts Task	Time	Priority Level (H/M/L)
Partnerships	County policy advocacy (Comprehensive Plan) and lobbying for Conservation Futures, with community partners	Ad hoc policy group (Loretta, Bill Zachmann, Rebeca, Mary)	Fall 2018 to April 2019	M

Membership/Outreach/Development Committee Leads Actions

Goal Area	Specific Task	Who Starts Task	Time	Priority Level (H/M/L)
Build Capacity	Additional Staff grant funding applications (seek capacity grant from Satterberg Foundation for staff in area outside E.D. strength) (60 grants awarded, 500 apply)	Membership/Outreach/Development Committee, E.D.	LOI – Jan 2019; Site visit 2019, Funds in Aug 2019	H
Partnerships	Develop Volunteer Program: training, supervision, recognition. Apply for AmeriCorps (need \$13,000 or more in budget). Seek grant funds for paid internships	Membership/Outreach/Development Committee and E.D. for grant, other committees for their own volunteers	Seek funding from Dawkins foundation for paid interns in 2019. Determine AmeriCorps timing and partnership.	H
Partnerships	Community Engagement Plan	Membership/Outreach/Development Committee	Late 2019	L