

YE11 Workplan - Highlights

Objective	Description/Comments	Responsibility	Timeframe
Governance			
Strategic Planning	After six years of operations, we need to critically evaluate our past performance and determine where we will be going over the next five years. This process should reflect meta-practices such as organisational mission and goals, but also practical standpoints like facility and programme development. The Grounds Master Plan, for example, is part of this process.	Board of Directors	Oct - April
Recruitment	Recruitment of Directors for the 2011 AGM	Board of Directors	Jan/Feb
Human Resources			
Convenor Contract	Secure conditions of employment for the Convenor through formal contract.	Steward	Sept/Oct
Finances			
Financial Review	Wrap up of YE10 financial year and working with Accounting Agent for preparation of Review Engagement Report in time for AGM	Steward/Treasurer	Oct/Nov
New Accounting Software	Transition from Simply Accounting to QuickBooks.	Steward/Treasurer /Bookkeeper	Oct
Fundraising Event	Establishing an annual fundraising event; Convenor has supplied the idea of an annual cupcake tasting & competition.	Convenor/Steward	Jan/Feb
Grant Seeking & Application	Research and apply to grant programmes to support regular and new operations. Existing programmes include: OWSP, Canada Summer Jobs (CSJ), and Peterborough Community Grants.	Steward	Jan-May
Household Operations			
Tenant Handbook	Overview of policies, procedures, and services available to office tenants; an essential guide for offices in Sadleir House	Steward	Nov/Dec
Programming	Continue to develop and promote programming opportunities at Sadleir House. New ideas for this year include: Webtools for Social Justice & events to take place on Peter Robinson Day	Convenor	Ongoing
Library	Continue to catalogue resources and create organisational partnerships to enhance library services; examples include Theatre Trent techniques library grant.	Steward	Ongoing
Building & Grounds			
Grounds Master Plan	Develop a comprehensive plan for long term development of the grounds, including repair of the fence. Work being done by Trevelyan Architects & Michael McGuire Landscape Architect.	Steward	Sept-Dec
Facilities Plan	Develop comprehensive guide and overview of current facilities, including maintenance and development history. To act as foundation document for the facilities portion of the Strategic Planning exercise leading to possible Facilities Master Plan in YE12.	Steward	Oct-Dec
OTF Completion & Wrap-up	Finalise instalation of accessibility upgrades and submit final report to OTF	Steward	Sept-Nov
Heritage Vegetable Garden	Continue to develop Sadleir House Heritage Vegetable Garden in coordination with Grounds Master Plan.	Convenor	April-Aug.