

Annual Report from 2010, prepared for the Annual Meeting 2011

Letter from the Board Chair  
WA Executive Director Report  
WA CO Report  
Business Association report  
Community Issues report  
Finance Committee  
List of Donors  
Resource Development  
NRP Implementation

I need to...

- Find out from Marian if there will be adjustments from last year's structure (listed above) for this next year and, either way, who will be asked to contribute to the report
- Timeline for the publication
  - When do we send out requests for info?
  - When do we need first drafts back by?
  - Are we doing second drafts?
  - When do we send to print?
  - When do we distribute?
- Timeline for the meeting
  - When do we need to send out save the date info for Tablers?
    - Who is tabling?
    - More than last year?
  - When do we need to send out postcards/fliers to residents
  - When do we need to start recruiting volunteers?

Post meeting with Marian

#### Annual Report

Work backwards for timing on all of this. The meeting is set for April 7<sup>th</sup>. You want to have the annual report printed and in hand a week before the meeting. You will want an additional 1-2 weeks for layout, editing, etc. So, shoot to have all the information in by March 7<sup>th</sup>. That means that you need to get in touch with people tomorrow or next week to ask them to put together their sections of the report.

#### Annual Meeting

Marian will speak to the board to see if there are a couple of volunteers that would be willing to help me in the planning of the meeting. I will also need to try to get some residents on board with planning/volunteering. Once a committee is formed, we could put together a meeting time to plan. At this meeting, we will decide on entertainment (do we want any? A speaker?), format, content, need of parliamentarian, etc. Also, we will need to pick a date for the candidate happy hour. I will need to create a "save the date" invite letter to show to the committee as well as the list of tablers that I am hoping to invite.