



NISQUALLY LAND TRUST

ANNUAL WORK PLAN 2009

Nisqually Land Trust

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Program Goals

- Permanently protect critical lands in the Nisqually River watershed.
 - Identify and prioritize the most strategic lands for protection.
 - Proactively implement permanent protection for high-priority lands.
 - Respond to exceptional opportunities to protect lands outside high-priority areas.
 - Cultivate and expand partnerships that support permanent land protection.

- Restore and maintain the conservation and scenic values of protected lands.
 - Maintain the conservation and scenic values of all lands acquired by the Land Trust.
 - Where appropriate, restore the ecosystem health of Land Trust properties to its full potential.
 - Cultivate and expand partnerships that support restoration and management of Land Trust properties.

- Engage the public in private conservation and the mission of the Land Trust.
 - Educate *regional* residents about the Nisqually watershed and the role they can play in supporting the Land Trust.
 - Engage *watershed* residents in opportunities for voluntary conservation and stewardship of their lands.
 - Proactively engage with local communities to understand their needs and achieve mutual goals.
 - Provide access opportunities for the public to learn about the Land Trust through its lands.

ORGANIZATIONAL GOALS

- Grow the capacity of the Land Trust.
 - Recruit and support a diverse group of volunteer leaders.
 - Build, support, and retain a professional staff capable of fully executing the policies and practices adopted by the board of directors.
 - Increase philanthropic support of the Land Trust.
 - Develop revenue streams from Land Trust assets.
 - Manage Land Trust operations efficiently, effectively and accountably.

Guide to Abbreviations in the Annual Work Plan

BD – Board of Directors

BP – Board President

CL – Conservation Lead

ED – Executive Director

LS – Land Steward

MO – Membership and Operations

SC – Stewardship Coordinator

Goal I: Permanently protect critical lands in the Nisqually River watershed.

Strategy A: Identify and prioritize the most strategic lands for protection.

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>	
Research and develop a matrix for identifying and ranking the conservation values of properties			
<ul style="list-style-type: none"> • Compilation of criteria used by other land trusts 	ED/SC/BP	5/15	<input type="checkbox"/>
<ul style="list-style-type: none"> • Recommendations for board 		7/15	<input type="checkbox"/>
<ul style="list-style-type: none"> • Application of criteria for top salmon priority areas 		9/30	<input type="checkbox"/>
<ul style="list-style-type: none"> • Application of criteria for other priority areas 		12/30	<input type="checkbox"/>

Strategy B: Proactively implement permanent protection for high priority lands General Conservation.

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>	
Establish capital revolving fund of \$100,000 from existing assets			
<ul style="list-style-type: none"> • Funds identified, board agreement in principle 	ED/(BD)	11/09	<input type="checkbox"/>
<ul style="list-style-type: none"> • Research fund definitions, present to board 	ED	7/09	<input type="checkbox"/>
<ul style="list-style-type: none"> • Board adopts 	ED/BD	9/09	<input type="checkbox"/>
Analyze organizational capacity to meet protection goals. Identify staff and funding needs			
<ul style="list-style-type: none"> • Evaluate need for personnel additions 	ED (SC, MO)	Done	<input type="checkbox"/>
<ul style="list-style-type: none"> • Evaluate adequacy of support infrastructure (tech, budget) 	ED (SC, MO)	7/1	<input type="checkbox"/>
Increase staff to meet protection goals			
<ul style="list-style-type: none"> • Define conservation lead position & post job 	ED	5/15	<input type="checkbox"/>
<ul style="list-style-type: none"> • Interviews 	ED	6/15-22	<input type="checkbox"/>
<ul style="list-style-type: none"> • Hire 	ED	7/ 1/09	<input type="checkbox"/>
<ul style="list-style-type: none"> • CL begins work 		7/1-8/1	<input type="checkbox"/>

Goal I: Permanently protect critical lands in the Nisqually River watershed.

Strategy B: Proactively implement permanent protection for high priority lands General Conservation.

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>	
At least once per year contact owners of all properties identified as high priority in the conservation strategy			
<ul style="list-style-type: none"> • [Dependent on conservation strategy] 	ED (BP)		<input type="checkbox"/>
Identify and pursue ten conservation easements that meet the EPA Targeted Watershed grant terms (2009-2011)			
<ul style="list-style-type: none"> • ID three potential easements 	ED	6/1	<input type="checkbox"/>
<ul style="list-style-type: none"> • Contact landowners 	ED/CL	7-8/09	<input type="checkbox"/>
<ul style="list-style-type: none"> • ID one potential easement 	CL	10/1	<input type="checkbox"/>
<ul style="list-style-type: none"> • Contact landowners 	CL	11/1	<input type="checkbox"/>
Initiate two acquisition projects on high priority lands			
<ul style="list-style-type: none"> • MRGI: 	ED		
<ul style="list-style-type: none"> • Identify property(ies) & funding 	ED	Done	<input type="checkbox"/>
<ul style="list-style-type: none"> • Contact landowners 	ED	Done	<input type="checkbox"/>
<ul style="list-style-type: none"> • Site visit 	ED	Done	<input type="checkbox"/>
<ul style="list-style-type: none"> • Begin purchase process (appraisal, etc.) 	ED		
<ul style="list-style-type: none"> • Tatrimima Property, Lower River: 	BP	Done	<input type="checkbox"/>
<ul style="list-style-type: none"> • Identify property & funding 	BP	4/20, 23	<input type="checkbox"/>
<ul style="list-style-type: none"> • Site visit, stewardship assessment 	BP, ED	5/1	<input type="checkbox"/>
<ul style="list-style-type: none"> • Begin purchase process (appraisal, landowner negotiation) 	BP		
At least once per year contact owners of all properties identified as high priority in the conservation strategy			
<ul style="list-style-type: none"> • Wilcox Property 	ED	Done	<input type="checkbox"/>
<ul style="list-style-type: none"> • Blake Property 	CL	7/15	<input type="checkbox"/>

Goal I: Permanently protect critical lands in the Nisqually River watershed.

Strategy C: Lower Nisqually Watershed (salmon producing)

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>
Initiate title or easement acquisition on 75 acres in the Lower Nisqually watershed based on current Nisqually Watershed Salmon Recovery Plan priorities		
• Van Eaton (25 acres)	ED	Done <input type="checkbox"/>
• Tatrimima (30 acres)	BP	Done <input type="checkbox"/>
• McGill (approx. 20acres)	BP	Done <input type="checkbox"/>
• Forespring (40 acres)	CL	Depends on hiring <input type="checkbox"/>

Strategy D: Upper Nisqually Watershed (Mt. Rainier Gateway Initiative)

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>
Initiate title or easement acquisition on 100 acres in the Mount Rainier Gateway Initiative		
• Identify target acquisition property(ies)	ED	3/15 <input type="checkbox"/>
• Identify funding source(s)	ED	3/15 <input type="checkbox"/>
• Contact landowner(s)	ED	3/31 <input type="checkbox"/>
• Secure funding	ED	4/30 <input type="checkbox"/>
• Arrange appraisal and timber cruise	ED	5/15 <input type="checkbox"/>
• Negotiate purchase and sale agreement	ED	8/15 <input type="checkbox"/>
• Close purchase		10/1 <input type="checkbox"/>

Goal 1: Permanently protect critical lands in the Nisqually River watershed.

Strategy E: Respond to exceptional opportunities to protect lands outside high-priority areas.

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>
Create a decision matrix for responding to opportunities outside high-priority areas		
• TBD	ED/BP/CL (BD)	<input type="checkbox"/>
Identify and build relationships with three potential funding sources for non-priority lands		
• TBD	ED/BP/CL	<input type="checkbox"/>

Strategy F: Cultivate and expand partnerships that support permanent land protection.

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>
Identify and contact four new potential funding sources for priority acquisition projects		
• Pierce County Transfer of Development Rights Fund	ED	Done <input type="checkbox"/>
• Ecotrust Salmon Nation Project (MRGI)	ED	6/30 <input type="checkbox"/>
• Thurston County Conservation Futures	ED/BP	6/1 <input type="checkbox"/>
• ID fourth source	ED/BP/CL	8/1 <input type="checkbox"/>
• Contact fourth source	ED/BP	9/1 <input type="checkbox"/>
Make at least three substantive contacts annually with past funding partners to discuss potential projects		
• WDNR/USFWS re:MRGI	ED	Done <input type="checkbox"/>
• Meet with one partner	ED/BP	7/1 <input type="checkbox"/>
• Meet with one partner	ED/BP/CL	10/1 <input type="checkbox"/>

Goal 2: Restore and maintain the conservation values of protected lands.

Strategy A: Maintain the conservation and scenic-vista values of all lands acquired by the Land Trust.

Activity and Tasks	Lead	Date	
Write management plans for two management units			
<ul style="list-style-type: none"> • Finish Wilcox Flats plan • Mt Rainier Gateway Initiative plan <ul style="list-style-type: none"> • Initial public meeting – process and existing CE • NLT mtg w/ Jones & Jones – Science Views info • 1st Draft of Management Plan for NLT review • 2nd public mtg – Scenic Views and public input • NLT tech committee review of plan • 3rd public mtg – present public draft • Final draft – submit to DNR for review • Final report to DNR • Powell Creek 	<ul style="list-style-type: none"> SC LS/SC LS/SC LS/SC LS/SC LS/SC LS/SC LS/SC LS/SC LS/SC SC/LS 	<ul style="list-style-type: none"> Done 12/31 5/27 May? 7/15 July 8/30 Sept 11/1 12/30 TBD 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Identify stewardship issues that need to be addressed immediately outside of management plans and identify funding to meet those needs			
<ul style="list-style-type: none"> • Fencing: Uster, 94th St, Trent, Thurston Ridge, Wilcox Flats, Lundgren • Blackberry: Boxcar, Little Mashel Confluence - Town of Eatonville(?) • Knotweed • Non-native animal species (Witt-carp, Ohop-bull frogs, • Building/structure removal (Peterson Farm (permits, etc.), Burklund cabin, WDFW Ohop outbuildings, Witt pond 	<ul style="list-style-type: none"> SC/LS SC/LS SC/LS SC/LS SC/LS 	<ul style="list-style-type: none"> ASAP 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Goal 2: Restore and maintain the conservation values of protected lands.

Strategy A: Maintain the conservation and scenic-vista values of all lands acquired by the Land Trust.

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>	
Visit and monitor all management units annually			
<ul style="list-style-type: none"> March: Visits: RSC, YS, TR, WF, PCC, OC, MC, MRGI 	SC	Done	<input type="checkbox"/>
<ul style="list-style-type: none"> 2 or 3 / qrtr – Site Evaluation and Photos 	SC/LS/tech comm	6/30, 9/30, 12/31	<input type="checkbox"/>

Goal 2: Restore and maintain the conservation values of protected lands.

Strategy A: Maintain the conservation and scenic-vista values of all lands acquired by the Land Trust.

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>	
Assess stewardship needs for all proposed acquisitions and make recommendations to Lands Committee			
<ul style="list-style-type: none"> Assessment of currently (April 09) proposed acquisitions 	SC	6/30	<input type="checkbox"/>
<ul style="list-style-type: none"> As needed on quarterly basis 	SC/tech. comm.	9/30, 12/31	<input type="checkbox"/>
Increase Land Steward position to full-time			
<ul style="list-style-type: none"> 	ED	Done	<input type="checkbox"/>
Increase Stewardship Coordinator position to full-time			
<ul style="list-style-type: none"> Prepare job description and application materials 	ED/SC	12/15/08	<input type="checkbox"/>
<ul style="list-style-type: none"> Distribute requests for applications 	ED/SC	12/22/08	<input type="checkbox"/>
<ul style="list-style-type: none"> Review and prioritize applications 	ED/SC	1/23	<input type="checkbox"/>
<ul style="list-style-type: none"> Recruit interview committee 	SC	1/30	<input type="checkbox"/>
<ul style="list-style-type: none"> Schedule interviews 	SC	1/30	<input type="checkbox"/>
<ul style="list-style-type: none"> Interview and rank applicants 	ED/SC	2/12	<input type="checkbox"/>
<ul style="list-style-type: none"> Hire new stewardship coordinator 	ED/SC	2/19	<input type="checkbox"/>
<ul style="list-style-type: none"> Orient and train new stewardship coordinator 	SC	3/1-31	<input type="checkbox"/>

Goal 2: Restore and maintain the conservation values of protected lands.

Strategy B: Where appropriate, restore the ecosystem health of Land Trust properties to its full potential.

Activity and Tasks	Lead	Date	
Form a technical committee to advise staff on management and stewardship plans			
<ul style="list-style-type: none"> • Develop basic structure/policies (mtg. frequency, # of members, etc.) 	SC	5/15	<input type="checkbox"/>
<ul style="list-style-type: none"> • Invitations 	SC	5/30	<input type="checkbox"/>
<ul style="list-style-type: none"> • Meetings 	SC	June, Sept, Dec	<input type="checkbox"/> <input type="checkbox"/>
Prioritize properties according to restoration needs			
<ul style="list-style-type: none"> • Matrix of all properties and known restoration needs 	SC	5/30	<input type="checkbox"/>
<ul style="list-style-type: none"> • Restoration prioritization 	SC/tech comm.	June, Sept, Dec	<input type="checkbox"/>
Submit stewardship grant proposals for two highest priority restoration projects each year			
<ul style="list-style-type: none"> • USFWS - Ohop (Funded) 	SC	Done	<input type="checkbox"/>
<ul style="list-style-type: none"> • USFWS - Wilcox Flats (Funded) 	SC	Done	<input type="checkbox"/>
<ul style="list-style-type: none"> • Floodplain Easement – Wilcox Flats (Not Funded) 	ED/SC	Done	<input type="checkbox"/>
<ul style="list-style-type: none"> • NRCS WHIP – Wilcox Flats (?) 	SC	Done	<input type="checkbox"/>
<ul style="list-style-type: none"> • PSAR – Tattrimima – Wilcox Flats (?) 	BP/ED/SC	April	<input type="checkbox"/>
<ul style="list-style-type: none"> • SRFB – Wilcox Flats 	SC	?	<input type="checkbox"/>

Goal 2: Restore and maintain the conservation values of protected lands.

Strategy B: Where appropriate, restore the ecosystem health of Land Trust properties to its full potential.

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>
Complete the Nisqually River Basin restoration project		
• RSC – Planting	LS/SC	Done <input type="checkbox"/>
• 08-09 Billing/Report	SC	4/30 <input type="checkbox"/>
• RSC – Barn Demolition	LS/SC	4/25 <input type="checkbox"/>
• PCC – Barn/Residence/Pump House Demolition; Fence removal, trash removal	LS/SC	6/30 <input type="checkbox"/>
• Final Report/Billing	LS/SC	If funds <input type="checkbox"/>
	SC	12/31 <input type="checkbox"/>

Goal 2: Restore and maintain the conservation values of protected lands.

Strategy B: Where appropriate, restore the ecosystem health of Land Trust properties to its full potential.

Activity and Task	Lead	Date
Continue three current restoration projects (in the Powell Creek, Wilcox Flats, and Ohop Creek management units)		
<ul style="list-style-type: none"> • Wilcox Flats 	SC	
<ul style="list-style-type: none"> • LIP (NW area) – Site Prep: Blackberry 	LS/SC	5/09 <input type="checkbox"/>
<ul style="list-style-type: none"> • LIP (NW area) – Site Prep: Fall 	LS/SC	9/09 <input type="checkbox"/>
<ul style="list-style-type: none"> • LIP (NW area) – Planting 	LS/SC	TBD <input type="checkbox"/>
<ul style="list-style-type: none"> • WP (1acre RCG) – Site Prep 	LS/SC	Aug/Sept <input type="checkbox"/>
<ul style="list-style-type: none"> • WP (1acre RCG) – Planting 	LS/SC	By 10/15 <input type="checkbox"/>
<ul style="list-style-type: none"> • USFWS (NE area) – poison hemlock removal 	LS/SC	Summer- Fall <input type="checkbox"/>
<ul style="list-style-type: none"> • USFWS (NE area) – site prep/exotic control 	LS/SC	Fall/Winter <input type="checkbox"/>
<ul style="list-style-type: none"> • USFWS (NE area) – planting 	LS/SC	Summer- Winter <input type="checkbox"/>
<ul style="list-style-type: none"> • WHIP (NE area) – site prep/planting 		
<ul style="list-style-type: none"> • Powell Creek 	SC	4/30 <input type="checkbox"/>
<ul style="list-style-type: none"> • WP (Kist-Duncan) - JARPA/DNR Access – Bank Armoring Removal 	LS/SC	May/June <input type="checkbox"/>
<ul style="list-style-type: none"> • WP (Kist-Duncan) - Fence/Barn/Residence (see NRB) 	SC	Early summer <input type="checkbox"/>
<ul style="list-style-type: none"> • WP (Kist-Duncan) - Bid/Contract – Bank Armoring Removal 	LS/SC	July/Aug <input type="checkbox"/> Summer- Fall <input type="checkbox"/>
<ul style="list-style-type: none"> • WP (Kist-Duncan) - Bank Armoring Removal 	LS/SC	<input type="checkbox"/>
<ul style="list-style-type: none"> • WP (Kist-Duncan) – Site Prep 	LS/SC	Oct/Nov <input type="checkbox"/>
<ul style="list-style-type: none"> • WP (Kist-Duncan) - Planting 	LS/SC	
<ul style="list-style-type: none"> • WP (Kist-Duncan) - Planting 	LS/SC	

Goal 2: Restore and maintain the conservation values of protected lands.

Strategy B: Where appropriate, restore the ecosystem health of Land Trust properties to its full potential.

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>
Continue three current restoration projects (in the Powell Creek, Wilcox Flats, and Ohop Creek management units)		
<ul style="list-style-type: none"> Ohop Creek <ul style="list-style-type: none"> NRCS WRP/USFWS – Fence Removal NRCS WRP/USFWS – lagoon decommission NRCS WRP/USFWS – site prep NRCS WRP/USFWS – riparian live stakes NRCS WRP/USFWS – 35-40 acres planting 	LS/SC LS/SC LS/SC LS/SC LS/SC	Summer/fall <input type="checkbox"/> May <input type="checkbox"/> Summer <input type="checkbox"/> Summer/Fall <input type="checkbox"/> Fall <input type="checkbox"/> Fall/Winter <input type="checkbox"/>

Goal 2: Restore and maintain the conservation values of protected lands.

Strategy B: Where appropriate, restore the ecosystem health of Land Trust properties to its full potential.

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>
Begin two new restoration projects, in the Wilcox Flats and Ohop units		
<ul style="list-style-type: none"> See above 	SC	<input type="checkbox"/>
Monitor and maintain completed restoration projects		
<ul style="list-style-type: none"> RSC Browder-Bartlett Powell Creek-Weyco Rd 	SC/LS/tribal crew	Spring/summer <input type="checkbox"/> <input type="checkbox"/>
Establish stewardship endowment of \$100,000		
<ul style="list-style-type: none"> Identify funds Quarterly work plan Analyze endowment options Finalize endowment structure 	ED/BD ED/SC/BD BD BD	Done <input type="checkbox"/> 5/30 <input type="checkbox"/> By 9/30 <input type="checkbox"/> By 12/31 <input type="checkbox"/>

Goal 2: Restore and maintain the conservation values of protected lands.

Strategy C: Cultivate and expand partnerships that support restoration and management of Land Trust properties

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>	
Contact and cultivate one new group to be a stewardship partner			
• Develop quarterly work plan	SC	5/30	<input type="checkbox"/>
• Approach possible organizations (WA Council of Trout Unlimited, CareerTrak, other?)	SC/LS		<input type="checkbox"/>
Contact all existing and past stewardship partners at least once annually			
• List/review existing/past partners	SC/LS	5/30	<input type="checkbox"/>
• Develop quarterly work plan	SC	6/30	<input type="checkbox"/>
Write and distribute volunteer newsletter once each month			
• January	LS	Done	<input type="checkbox"/>
• February	LS	Done	<input type="checkbox"/>
• March	LS	Done	<input type="checkbox"/>
• April	LS	Done	<input type="checkbox"/>
• May	LS	5/15	<input type="checkbox"/>
• June	LS	6/15	<input type="checkbox"/>
• July	LS	7/15	<input type="checkbox"/>
• August	LS	8/15	<input type="checkbox"/>
• September	LS	9/15	<input type="checkbox"/>
• October	LS	10/15	<input type="checkbox"/>
• November	LS	11/15	<input type="checkbox"/>
• December	LS	12/15	<input type="checkbox"/>

Goal 2: Restore and maintain the conservation values of protected lands.

Strategy C: Cultivate and expand partnerships that support restoration and management of Land Trust properties

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>
Attend and actively participate in monthly Salmon Habitat Work Group meetings		
• March (mtg)	SC	Done <input type="checkbox"/>
• April (call – cancelled; PSAR call added)	SC	NA <input type="checkbox"/>
• May (mtg)	SC	<input type="checkbox"/>
• June (field trips)	SC	<input type="checkbox"/>
• July (mgt)	SC	<input type="checkbox"/>
• Sept (mtg)	SC	<input type="checkbox"/>
• Oct (call)	SC	<input type="checkbox"/>
• Nov (mtg)	SC	<input type="checkbox"/>
• Dec (call)		<input type="checkbox"/>
Update NLT portion of strategic watershed salmon-recovery database		
• Quarterly review of HWS (update if needed)	SC	6/30, <input type="checkbox"/>
		9/30/12/31 <input type="checkbox"/>

Goal 3: Engage the public in private conservation and the mission of the Land Trust

Strategy A: Educate regional residents about the Nisqually watershed and the role they can play in supporting the Land Trust

<i>Activity and Task</i>	<i>Lead</i>	<i>Date</i>	
Publish quarterly newsletter			
• Spring content deadline	ED	4/17	<input type="checkbox"/>
• 1 st draft to designer	ED	4/24	<input type="checkbox"/>
• Final to designer	ED	5/5	<input type="checkbox"/>
• Final to printer	MO	5/8	<input type="checkbox"/>
• <u>Final to post office</u>	<u>MO</u>	5/19	<input type="checkbox"/>
• Summer content deadline	MO	6/22	<input type="checkbox"/>
• 1 st draft to designer	MO	6/29	<input type="checkbox"/>
• Final to designer	MO	7/10	<input type="checkbox"/>
• Final to printer	MO	7/13	<input type="checkbox"/>
• <u>Final to post office</u>	<u>MO</u>	7/21	<input type="checkbox"/>
• Fall content deadline	MO	9/22	<input type="checkbox"/>
• 1 st draft to designer	MO	9/29	<input type="checkbox"/>
• Final to designer	MO	10/6	<input type="checkbox"/>
• Final to printer	MO	10/13	<input type="checkbox"/>
• <u>Final to post office</u>	<u>MO</u>	10/21	<input type="checkbox"/>
• <u>Winter newsletter content deadline</u>	<u>MO</u>	12/15	<input type="checkbox"/>
• <u>1st draft to designer</u>	MO	1/5	<input type="checkbox"/>
• <u>Final to designer</u>	MO	1/13	<input type="checkbox"/>
• <u>Final to printer</u>	MO	1/21	<input type="checkbox"/>
• <u>Newsletter to post office</u>	MO	1/29	<input type="checkbox"/>

Goal 3: Engage the public in private conservation and the mission of the Land Trust

Strategy A: Educate regional residents about the Nisqually watershed and the role they can play in supporting the Land Trust

<i>Activity and Task</i>	<i>Lead</i>	<i>Date</i>	
Convene Pierce County focus group			
• Compile invitee list and secure location	ED (BD)	8/15	<input type="checkbox"/>
• Issue invitations	ED (AA)	9/10	<input type="checkbox"/>
• Convene group	ED (AA,BD)	10/15	<input type="checkbox"/>
Participate in Watershed Festival, Combined Fund Drive, and two other public forums			
• Participate in Watershed Festival	MO	Sept	<input type="checkbox"/>
• Participate in Combined Fund Drive	MO	Sept/Oct	<input type="checkbox"/>
• Participate in area Home & Garden Shop	MO	TBD	<input type="checkbox"/>
• Participate in Ashford Forum	MO	TBD	<input type="checkbox"/>
Prepare outreach materials for voluntary conservation			
• Depends on hiring	CL		<input type="checkbox"/>
Identify properties in a position to influence conservation values of Land Trust properties			
• Review of adjacent and upstream properties – GIS	SC	12/31	<input type="checkbox"/>

Goal 3: Engage the public in private conservation and the mission of the Land Trust

Strategy B: Proactively engage with local communities to understand their needs and achieve mutual goals

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>
Meet three times with Nisqually Tribal Council		
•	ED	May <input type="checkbox"/>
•	ED	August <input type="checkbox"/>
•	ED	November <input type="checkbox"/>
Meet with Upper Nisqually community		
• March – Site Visit & community meeting attendance	ED/SC/LS	Done <input type="checkbox"/>
• Relative to Management Plan	SC/LS	May, July, Sept <input type="checkbox"/>
Meet with Yelm, Eatonville, and Lacey city staff		
• Eatonville	ED	Done <input type="checkbox"/>
• Yelm	ED	July <input type="checkbox"/>
• Lacey	ED	October <input type="checkbox"/>
Meet with Pierce and Thurston County staff and/or officials		
• Thurston Co. – Shoreline Master Plan update – input meeting (Cindy Wilson)	ED/SC	TBD <input type="checkbox"/>
• Thurston re: Conservation Futures	ED	June 1 <input type="checkbox"/>
• Pierce Planning or County Council	ED	? <input type="checkbox"/>

Goal 3: Engage the public in private conservation and the mission of the Land Trust

Strategy C: Provide access opportunities for the public to learn about the Land Trust through its lands

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>	
Identify one property to develop for public access. Identify staffing needs and potential partnerships for project development			
• Intra-organization strategy and analysis session	ED/MO/SC/BD	10/1	<input type="checkbox"/>
• Initial recommendations for current properties (SC: contingent on site visits and influence analysis)	ED/MO/SC/BD	12/31	<input type="checkbox"/>
• Identify donors/volunteers who could lead and recruit community involvement	ED/MO/SC/BD		<input type="checkbox"/>
Develop and stage one property-tour event for high donors and special friends			
• Identify possible invitees	MO (ED	5/30	<input type="checkbox"/>
• Identify property(ies) for tour , set date and determine transportation, food and other needs	MO/ED/SC	6/30	<input type="checkbox"/>
	MO/ED/SC	TBD	<input type="checkbox"/>
• Execute tour			

Goal 4: Grow the capacity of the Land Trust

Strategy A: Recruit and support a diverse group of volunteer leaders

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>
Complete a new board manual		
• Compile materials	ED/AA	April <input type="checkbox"/>
• Assemble, publish, deliver to board		May <input type="checkbox"/>
Develop board matrix to determine skill and expertise needs		
•	BD	<input type="checkbox"/>
•		
Increase board size to ten		
• Contact one potential member	ED	Done <input type="checkbox"/>
• ID and contact potentials members	BD	<input type="checkbox"/>
• Recruit board member		<input type="checkbox"/>
Establish board committee structure		
•	BD	<input type="checkbox"/>
•		
Send at least two board members to LTA Rally in Portland		
•	BD	<input type="checkbox"/>
Explore options for the best use of volunteers, including consideration of staff resources		
• Stewardship – see above regarding outreach (review quarterly work plan)	SC	<input type="checkbox"/>
• Review quarterly with administrative assistant	MO	March, June, Sept., Dec. <input type="checkbox"/>
• Establish committees for events	MO	<input type="checkbox"/>

Goal 4: Grow the capacity of the Land Trust

Strategy B: Build, support, and retain a professional staff capable of fully executing the policies and practices adopted by the Board of Directors

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>
All staff members attend LTA Rally in Portland		
<ul style="list-style-type: none"> Identify and secure funding 	ED	Done <input type="checkbox"/>
<ul style="list-style-type: none"> Register and arrange hotels, etc. 	AA	As soon as reg opens <input type="checkbox"/>
<ul style="list-style-type: none"> Attend Rally 	Staff	Oct 11-14 <input type="checkbox"/>
Research wages and benefits of comparable land trusts and develop employee-retention plan		
<ul style="list-style-type: none"> 	BD	<input type="checkbox"/>
Job descriptions written for all staff positions		
<ul style="list-style-type: none"> 	ED (SC, MO)	7/1 <input type="checkbox"/>
Evaluate staff satisfaction and effectiveness annually		
<ul style="list-style-type: none"> Research evaluation systems 	ED	July <input type="checkbox"/>
<ul style="list-style-type: none"> Conduct staff evaluations 	ED	Oct-Nov <input type="checkbox"/>
<ul style="list-style-type: none"> ED evaluation 	BD	
Revise and update Personnel Policy		
<ul style="list-style-type: none"> Create board committee 	BD	May mtg. <input type="checkbox"/>
<ul style="list-style-type: none"> Review current policy 	BD	July mtg. <input type="checkbox"/>
<ul style="list-style-type: none"> Draft revisions due 	BD	Sept. mtg. <input type="checkbox"/>
<ul style="list-style-type: none"> Adopt revised policy 	BD	Nov. mtg. <input type="checkbox"/>
Submit two proposals for organizational support		
<ul style="list-style-type: none"> Submit one proposal for general support 	ED	September <input type="checkbox"/>
<ul style="list-style-type: none"> Submit one proposal for membership support 	MO	November <input type="checkbox"/>

Goal 4: Grow the capacity of the Land Trust

Strategy C: Manage Land Trust operations efficiently, effectively and accountably

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>	
Update by-laws			
• Review by-laws and present to board	ED	July mtg.	<input type="checkbox"/>
• Review and draft revisions, if needed	BD	Sept. mtg.	<input type="checkbox"/>
• Adopt revised by-laws, if needed	BD	Nov. mtg.	<input type="checkbox"/>
Review strategic plan as part of annual budget process			
• Draft	ED(SC/MO/BD)	Nov	<input type="checkbox"/>
• Final	ED/BD	Dec	<input type="checkbox"/>
Convert from cash to accrual finance system			
•	ED/MO	Done	<input type="checkbox"/>
Hire half-time administrative/office manager			
•	ED/MO	Done	<input type="checkbox"/>

Goal 4: Grow the capacity of the Land Trust

Strategy D: Increase philanthropic support of the Land Trust

<i>Activity and Task</i>	<i>Lead</i>	<i>Date</i>	
Increase membership/outreach staff to .75 FTE			
• Job description	ED	5/15	<input type="checkbox"/>
• Meet with staff to define scope of work	ED/MO	5/30	<input type="checkbox"/>
Update and revise outreach materials			
• Identify components	MO	8/15	<input type="checkbox"/>
• Develop proposals, possible designs, work schedule and budget for identified components	MO	11/30	<input type="checkbox"/>
Update website at least monthly			
• Review website and discuss revisions with staff	MO	6/15 & 11/30	<input type="checkbox"/>
• Set up monthly schedule for updates	MO	6/15	<input type="checkbox"/>
• Research online donations	MO	8/15	<input type="checkbox"/>
• Upgrade website editing interface and train	MO	As time allows	<input type="checkbox"/>
Develop and implement plan to increase membership. Membership exceeds 320			
• Identify and mine resources	MO	9/15	<input type="checkbox"/>
• Identify membership development strategies and plan implementation	MO(ED,BD)	10/30	<input type="checkbox"/>
Implement an annual board fundraising drive			
• Recommend form, timing and goals of board drive (possibly provide options for participation)	MO	7/30	<input type="checkbox"/>
• Prep materials and initiate	MO/BD	10/1	<input type="checkbox"/>
• Review results	MO	12/30	<input type="checkbox"/>

Goal 4: Grow the capacity of the Land Trust

Strategy D: Increase philanthropic support of the Land Trust

<i>Activity and Task</i>	<i>Lead</i>	<i>Date</i>	
Engage all board members in at least one friend-raising event annually			
• Invite Board members to serve on event committees	MO(BD,SC)	TBD	<input type="checkbox"/>
• Investigate board-hosted get-togethers	MO		<input type="checkbox"/>
• Invite Board members to co-host property visits (new properties?)	MO (SC)		<input type="checkbox"/>
• Encourage board members to participate in community forums	MO (ED,BD)		<input type="checkbox"/>
Develop major-donor plan. Cultivate three new major donors			
• Research and implement Board Training	MO/BD/ED	TBD	<input type="checkbox"/>
• Research major donor possibilities and possible contact methods (Recruit board member for committee)	MO/BD/ED	TBD	<input type="checkbox"/>
Cultivate planned-giving experts			
• Research planned giving programs of other Land Trusts	MO	10/30	<input type="checkbox"/>
• Identify and contact planned giving experts	MO	10/15	<input type="checkbox"/>

Goal 4: Grow the capacity of the Land Trust

Strategy E: Develop revenue streams from Land Trust programmatic assets

<i>Activity and Tasks</i>	<i>Lead</i>	<i>Date</i>	
Evaluate Land Trust properties for sustainable harvest. Identify one property for active management			
<ul style="list-style-type: none"> Quarterly work plan - Contingent on site visits; work with tech comm. 	SC	6/30, 9/30, 12/31	<input type="checkbox"/>
Research environmental-services market			
<ul style="list-style-type: none"> Quarterly work plan (Carbon Sequestration, Water Quality/Quantity Credits) 	ED/SC	Ongoing	<input type="checkbox"/>
Review property holdings and evaluate for sale of all or partial title interests			
<ul style="list-style-type: none"> 	ED/BP/SC	Sept.	<input type="checkbox"/>
Pursue governmental easements and transfers for appropriate Land Trust properties			
<ul style="list-style-type: none"> Floodplain Easements – WF (not eligible) 	ED/SC	Done	<input type="checkbox"/>
<ul style="list-style-type: none"> WHIP – WF (?) 	SC	April	<input type="checkbox"/>
<ul style="list-style-type: none"> WHIP/EQIP – PCC 	SC	TBD	<input type="checkbox"/>
<ul style="list-style-type: none"> WRP – Ohop 	SC	In place	<input type="checkbox"/>