

Florida Food Policy Council Action Planning (Nov2017)

Organization and Development		
Action/Task	Timeframe	Assigned
Job Descriptions	January 2018	Rachel/Frank
Define roles for regional liaisons	1/31/2018	Rachel
Short-term budget (8mos)	1/31/2018	Rick
Funding	Feb/March 2018	Sharon
Create Org Chart	3/31/2018	Frank
File Form 1023, 201c3 Tax Status	3/31/2018	Frank
Nomination Committee (assess talent)	Year 1	Staff
Nomination Committee (establish)	Year 2	Staff
Partnerships	Year 2	Rick

Policy and Issues		
Action/Task	Timeframe	Assigned
Debate Partnerships	3/31/2018	Frank/Heather
Food Assessment Strategy	6/1/2018	John/Heather
Research Document #1	6/1/2018	Heather
Ag Commissioner Debate	7/31/2018	Frank/Rachel
Tool Kits - Model Ordinance	Year 1	Heather
Research Documents #2 / #3	Year 2	Heather
Tool Kits	Year 2	Heather

Communication and Outreach		
Action/Task	Timeframe	Assigned
Newsletters-monthly/quarterly	Current	Michelle
Assess GroupSpaces	12/12/2018	Board members
Website-Update material/format	1/31/2018	Michelle/Steve
Council bios/video content	Jan/Feb 2018	Michelle/Rachel
Website-meet with graphic designer	March 2018	Michelle/Steve
Estimated expenses for budget	3/31/2018	Michelle/Steve
Website-Version 1	May 2018	Michelle/Steve
Website-Version 2	June 2018	Michelle/Steve
Present collateral to membership	June 2018	Michelle

Events Sub-Committee		
Action/Task	Timeframe	Assigned
Event Calendars-Public/Private	Year 1	Rachel
One In-person meeting per region	Year 1	Rachel
Annual Meeting	June 2018	Rachel
Candidate Forum	July 2018	Frank/Rachel
Qrtrly In-person meetings per region	Year 2	Rachel