

Bread of Life Food Pantry Strategic Plan 2022

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Strategic Plan

July 1, 2022 – June 30, 2025

Introduction

This organization was formed after a sermon from Bishop Strickland in 1985, which he started the sermon off with the words, "Jesus says, do you love ME? Feed My Sheep." and informed the congregation that they needed to adopt the Mission of starting a food pantry for those in need in Johnson County. At the end of the service, George Grace handed Bishop Strickland a check for \$50.00 and the Bread of Life Food Pantry was born.

During the next 10-12 years the Food Pantry was supported by St. Luke's Episcopal Church and the community at large. As the need grew, it became clear the Mission was bigger than the scope of one church. The appeal went out to all churches in the community and the Board of Directors established with representation from five additional churches, plus several independent individuals. This model continues today. We have 12 members who make up our Board, 5 of those are members of St. Luke's Episcopal church, and all of us are volunteering our time to help run the Food Pantry.

The Bread of Life Food Pantry Board is considered a sub-committee of St. Luke's Vestry, as the Food Pantry utilizes the church facilities and 501c3 account number. The Food Pantry does keep its own bank accounts and investments separate from the Church, but the Food Pantry does answer to St. Luke's Vestry, as well as the community in general. Bread of Life Food Pantry has been a volunteer-run organization from the start. As scope and scale continue to grow, there is discussion as to if that can be sustained into the future.

Currently, the Food Pantry is headquartered at St. Luke's Episcopal Church, and recently built an addition, which now houses an office for the Food Pantry. BLFP serves the greater Buffalo community - meaning, an estimated 90% of the people we serve are from Buffalo and the rest are families from surrounding communities in Kaycee, or greater Johnson County area, as well as Story, Clearmont, Ucross, and Sheridan or the greater Sheridan County area.

Mission & Vision

Vision: Every person in our community has their essential needs met.

Mission: In the service of God and our community, we provide food, basic human essentials, and education in a safe, respectful setting to all who come in need.

Core Values: Compassion. Respect. Hope.

Strategic Planning Process

Through a series of focused conversations and consensus workshops, the participants:

- Conducted an **Environmental Assessment** – The group discussed basic information pertaining to Bread of Life Food Pantry, identified recent accomplishments, challenges/setbacks, and advantages experienced by the organization, and evaluated various trends in the internal and external environment;
- Created a **Practical Vision** for Bread of Life Food Pantry – The group developed a vision of what it wants to see in three years as a result of its strategic actions;
- Discussed the **Underlying Barriers** to achieving the vision – The group identified the blocks and barriers that may be preventing the organization from realizing its vision;
- Developed **Strategic Directions** for which Bread of Life Food Pantry can aim – The group outlined broad, overarching themes that will help set the focus for change; and
- Created a **Focused Implementation** plan – Finally, the group began to craft courses of action that will help to operationalize the strategic directions and move Bread of Life Food Pantry toward its vision.

Essential takeaways from stakeholders include the following:

Boys and Girls Club of the Bighorns:

- Need to create metrics around who we serve so we can better track our assistance
- Can tell there is a need for operational oversight on inventory - need a computerized system to track costs and inventory
- Ideas for meal education partnerships: YouTube video on how to cook with kids, cooking at Bomber Mountain (commercial kitchen) to create meals that can be frozen with ingredients provided by BLFP

St. Luke's Vestry:

- There is a need to provide ready-made meals, since most patrons don't know how to cook
- Need for education - cooking classes, groceries available - then how to prepare it. Start with the kids
- Need a window in the door so volunteers can see out and who is coming
- Need to provide the public with information on what items to bring
- Look for a "round it up" drive for the food pantry with local businesses
- Look for an opportunity to bring in more youth - student volunteering (career class), high schoolers youth group
- Everything seems to be doing very well, not using food money, but grants to get stuff. Not changing who we help is critical.
- Barrier discussed is asking the same set of people to do more. It was acknowledged that Friends Feeding Friends, the backpack program has a part-time hire. Ideas around a shared position, or one in general is likely needed for succession. The person would need to be a member of St. Luke's
- Supported partnerships to educate our patrons, high schoolers, Senior Center, Kaycee outreach
- Acknowledge we can't do it all for everyone, but need to keep the hygiene product line available

Lynn's Superfoods Grocery Store:

- Suggested on scanning/bar codes to scan food items when they go out and scan cases as we bring them in. Suggested a computerized software to track our inventory
- Communication on ordering with one person is working well.
- It is very hard to budget for food, prices are constantly changing.
- Trying to get items can be problematic as well.
- Holiday meal partnership is going very well.
- Discussion on succession after Sid and Rick - who pick up all the inventory. It works well because they are retired - we discussed if there would be a possibility of someone who works and couldn't come in the middle of the day - would that work? Trucks come on Monday and Thursdays - need to pick up Monday inventory before Thursday, willing to try and make it work on how-to pick-up food, later in the evenings.

All Souls Episcopal Church - Kaycee, WY:

- Doug and I toured the church and met with Christy Kleveland and Carole Buckingham
- Right now, it really works just having BLFP send \$300 a month to help fund the Food Bank.
- The church wants to continue to keep doing what it is doing paying the Mercantile for those who get food on the Food bank account.
- We discussed opportunities for BLFP to help support needs in Kaycee - providing inventory at a lower cost and coordinating it coming to Kaycee
- When the Kaycee Area Transport bus comes to Buffalo, coordinating BLFP being open for those folks to shop
- Holiday meals working great. Will be trying to reach out more to ranching families, increasing outreach

Senior Center:

- There is a need to partner with BLFP for senior assistance.
- Discussion on providing a way to coordinate ordering of food such as beef

- Discussion on delivery services to the shut-ins through the Meals on Wheel program

Johnson County School District:

- Going to relook at the grants that were written prior to Superintendent's time and see if there are opportunities for some sort of outreach we can partner on together
- Kids have been getting fully cooked meals and lunches for free since COVID - that will be going away next fall and we will likely have a surge in assistance, as there will no longer be a free lunch program
- Liked the idea of creating YouTube videos for how to make meals (education)- something families would easily watch, not have to read
- Known of 24 homeless kids - asked about how we could partner to feed the kids or get those kids access
- Discussed program with the alternative high school - building upon community service, access to the food pantry
- Suggested coordinating with FFA, 4-H, Boy Scouts - all these kids youth organizations are tied to volunteerism and community service
- Wants to create a cooking class for kids and parents - offered to possibly have food pantry provide food inventory for the class
- Feeding kids and keeping them safe are number one priorities, helping educate how to cook a meal with food is an important step wants to help educating parents and kids with.
- Looking at partnering in incremental steps, coordinate a meeting every few months track progress and coordination between organizations. Slow, maintainable, smart growth in both programs.

The group identified three general strategic directions with specific implementation steps outlined for each:

1. Engaging and Serving Our Community

- Increase public awareness
- Grow volunteer programs
- Improve patron services

2. Proactively Preparing for the Future

- Prepare for the unexpected
- Sustain funds

3. Improving Organizational Capacity

- Enhance operations
- Develop internal leadership

Although this strategic plan is intended to cover a 3-year period, it is broken down into one-year increments, each containing specific accomplishments that, if addressed, will move Bread of Life Food Pantry toward realizing its vision. It is intended that the detailed implementation plans developed for each accomplishment are reviewed/adjusted every 90 days to track progress and provide the opportunity for adjustments to the plans.

Plan Monitors

1. Doug Wasinger, Parish Priest, Bread of Life Food Pantry Liaison
2. Kelly Norris, Chair, Bread of Life Food Pantry

Schedule of Review

Every 90 days with a full review at the end of Year 1. Reviews will occur during Board meetings.

Participants

- **Board Members:**
 - **Father Doug Wasinger** – St. Luke’s Priest/Vestry Liaison
 - **Kelly Norris** – Chair
 - **Kari Kinder-Hanson** – Vice Chair

- **Wes Killian** – Treasurer
- **Sid Parker**- Stocker Lead
- **Rick Brus** – Purchaser
- **Jean Vignaroli** – Catholic Representative
- **Lynn Turner** – Bread Stocker/Public Representative

Messaging

What will we say?

- We will likely start setting up partnership meetings on a more consistent basis with many of our stakeholders, and share with them our strategic plan, and discuss what/how that will affect their organization.
- We have a plan for our future, and it includes you!
- We have a roadmap to where we plan to go in the future!

Who will we tell?

- We will tell St. Luke's Vestry and ask for approval
- Boys and Girls Club of the Bighorns, Johnson County School District, Senior Center, All Souls Episcopal Church
- The public in general

Where will we share?

1. Share portions of our plan on our website
2. Create social media posts around our goals/accomplishments
3. Do a newspaper article with local paper
4. We will be sharing our Strategic Plan with our key stakeholders

Environmental Assessment

What are some of the facts and basic data that describe our current situation?

STRENGTHS

- We serve anyone, we don't require documents or lots of information or verification to receive assistance from our food pantry
- Strong lead stocker and assistant stocker
- Strong network of regional and state-level of other food pantries and coordination
- Most churches in Buffalo are involved in helping with the food pantry
- We can meet most nutritional needs of our patrons
- The Zombie Run, which brings in lots of funding and PR with kids
- Our Board's sense of humor
- We have a large volunteer organization and enough volunteers to distribute food during operational hours and stock.
- Both Buffalo grocery stores participate with us for our food/inventory sources
- Our Board is comprised of many people from different churches or sectors of Buffalo
- Our Board is willing to consider new services and can adapt to additional needs of our patrons, such as when we had COVID 19 closures
- We added fresh produce and baking supplies to our inventory
- We have an active and committed group of Board members who are a diverse mix of long-term members and new members, which brings diverse ideas and solutions.
- The longevity of our organization and the history behind our start. Our policies have not changed.
- We have older and available volunteers who are critical to our success.
- We have become more organized in our processes such as written policies, Inventory ordering forms, computer software systems. All of this helps keep us consistent and will help as we have members term out.
- We have continuing donations from a group of individuals, not just a 1-time donation, but monthly or annually.
- Our connection with St. Luke's allows us to be covered under St. Luke's insurance, building, and have the availability and support of Father Doug.
- We are in a strong financial position.
- We have well-established public relations with the local media and the public.
- We have been applying to more grants and are successful, which brings more money to our organization, helping to set us up better financially.

WEAKNESSES

- No plan forward which means we have no guidance
- We are not necessarily reaching our most vulnerable because we make people come to us, we have one central location
- Lack of connection and communication between BLFP and St. Luke's church members
- We are a volunteer organization, lack consistency of having a paid employee, and have the threat of turn over.
- Board members roles and responsibilities or certain processes those members are responsible for are not clearly defined or in writing.
- We have many board members putting in lots of working volunteer hours
- There are communication gaps between Board members, patrons, and volunteers
- We tend to have an over reliance on an energetic leader
- Because we are an all-volunteer organization, we can only move as fast as the volunteer has time for. Projects take much longer to get done since they are dependent on volunteer time.
- We have a lot of volunteers, and they all need to be trained in and they turn over.
- We only use signs and Facebook to communicate with our patrons.
- Most of our volunteers are older and are not able to physically do hard labor work, have a hard time adapting to new technologies, could be victims in the food pantry.
- We have a small group of consistent donations/volunteers, and it tends to be the same people.
- We have the same people doing a lot and need to share responsibilities, could do better cross-training and delegating.

- We lack a list of identified needs to tell prospective donors when asking for equipment and food
- We use a personal phone number for the food pantry. It will have to change every time the Chair changes.
- Data collection is only recording how many people and how often we serve them. We are not collecting information about who we serve and could be missing out on grant opportunities and understanding who we serve.

OPPORTUNITIES

- Student (youth) involvement and volunteering, such as through community service, internship programs, or career experience through a high school program.
- There are numerous grants we could be applying for and getting a more consistent stream of funding, so we wouldn't be so dependent on private donors.
- The Wyoming Episcopal Diocese Foundation funding – we could work to be a funded line item from the foundation.
- Patron education: nutrition education through meal examples, and cooking classes
- Expanding the community orchard and increasing availability of fresh fruit for patrons
- Additional community fundraisers that engage the community
- Engage with more local businesses for future funding campaigns
- Increasing and securing more diverse donors
- Starting partnerships with Meals for the Soul/Meals on Wheels
- Taking away the stigma of needing help
- Starting a delivery of food to those who can't come to us
- Increasing our assistance in Kaycee/southern Johnson County
- Increasing community awareness through communications
- Increasing the use of our database system (collecting and reporting) – finding more data to tell our story
- Collecting patron feedback on a consistent basis
- Evaluate nutritional content of the food we provide
- Hire a part-time position to do all the things we can't or don't have time to do.
- Partnering with other local organizations to help get the: Boys and Girls Club, School District, 4H, FFA, Johnson Co Jail, etc.
- Expanding our resources to provide cooking equipment

THREATS

- If our lead stocker leaves, we don't have someone to replace the position. There is no succession plan or cross-training.
- The cost of food is increasing and increasing our costs
- Not being able to replace our volunteers
- Building and maintenance costs and needs
- The age of our volunteers that we are heavily dependent on. The loss of knowledge that goes with those Board Members and volunteers.
- Trying to purchase too much and not watching our finances closer. Need to have an agreed upon spending budget.
- COVID closures, restrictions, needing PPE, people wanting delivery, etc.
- Increased use from our community due to a poor local economy, meaning more patrons and more inventory needs.
- Loss of Focus and Direction – we become all things for all people
- No buy-in on the Strategic Plan or implementation from the Board
- Time poverty = burn out of volunteers
- Separation from St. Luke's – St. Luke's deciding to have BLFP become its own 501c3
- With too much money (in great financial standing) there can be a perceived loss of urgency and momentum from Board and community.
- Other organizations that compete with our mission and donor funding
- St. Luke's not being able to provide members in the top 3 leadership positions as required by our policies and by-laws
- A drop in our financial donations, which will limit what we can purchase and provide
- Loss of cooperation between both grocery stores
- Loss of meat donations from Big Horn Meats and hunters/ranchers
- People not coming to get services because they are embarrassed and think its not for people like them
- Volunteers not abiding by the policies: keeping who

comes to the food pantry confidential, not following directions, not recording visits, collecting donations

then not giving them to the food pantry, not being dependable

ACHIEVEMENTS

- We have been around for almost 4 decades
- We have created an agreed-upon list of Core Inventory Items and have an ordering form and process in place.
- We recently added onto our building, received new refrigerators and freezers, and an office to work out of.
- We have a stable core group of volunteers who have been trained
- We have new equipment to make our work more efficient such as new desks, computer, printer, paper shredder, and safe.
- We have St. Luke's vestry and Wyoming Episcopal Diocese support
- Our donations and investment account has increased significantly over the last several years
- We are feeding the hungry who come to us.
- We have T-shirts that identify our volunteers
- We have continued leadership post a decade+ reign from Pam, Johnnie, and Jo Ann
- We have transitioned to a computerized software system and are collecting data to help share our

story and make better-informed decisions as a Board.

- We have strengthened our relationships with both grocery stores through established MOUs and holiday meals.
- We use social media to communicate to our patrons.
- We have had growth on the Board (number of Board members)
- We have had an increase in the number of meat donations, as a result of donating our old freezer to Big Horn Meats
- Local community businesses and organizations organize fundraisers on our behalf.
- We have created a successful outreach fundraising event in partnership with youth (Zombie Run)
- We have kept consistent communication (providing updates and on-goings) to our community through newspaper articles, Facebook, radio interviews, and newsletter updates to our congregations.

PRIORITIES FOR STRATEGIC PLAN

- Prioritize what we want to do to achieve our mission – narrow our focus
- Evaluate our core items we provide and create steps to improve our distribution process
- Develop a succession plan for our Board members

- Volunteer management – create steps to be more effective at managing volunteers
- Develop a plan/goals to increase our capacity through more volunteers/staffing a part-time position
- Strengthen our relationship with St. Luke's

Our Vision – “What if?”

What do we want to see in place in the next 3 to 5 years as a result of our actions?

Impactful and Accessible Services

Community Services

- Increased number of people we serve
- New delivery service/outreach
- Increased access for underserved populations
- Alternative food access points
- Frozen meals being provided consistently
- Providing critical educational food information to all

Dependable and Diverse Financial Resource

Financial Resources

- Diversified fundraising opportunities
- Mission driven budget
- Consistent income streams
- More engaged donors

Qualified and Dedicated Human Resources

Human Resources

- Broadened leadership opportunities
- Consistent cleaning staff
- Increase the number of committed volunteers
- More committed trained volunteers helping run BLFP
- Paid staff in place
- Pipeline of leaders
- Diversified board members
- Strategic onboarding process established

Efficient and Effective Internal Operations

Internal Operations

- Updated functional space
- Computerized inventory data system
- Updated strategic plan
- Standard operating procedures established
- Contingency plan in place
- Phone line in pantry
- Proactive work culture
- Job descriptions for all positions
- Gift acceptance policy

Active Committed Community Engagement

Community Engagement

- Increased engagement from St. Luke’s church
- Stronger partnership with Boys and Girls Club
- Stronger partnership with school district
- Positive, no stigma, reputation (for customers)
- Increased targeted messaging
- Have a succession plan in place for Buffalo Community Orchard

The Barriers – “Why not?”

What may be blocking us from moving toward our vision?

Local Demographics Affects Growth

Demographics

- Aging population limits participation
- Aging donor pool limiting sustainability

Unstable Economy Creates Uncertainty

Economy

- Inflation contributing to an increased need
- Inflation restricts organizational resources

Rural Community Limits Resources

Rural Community

- No public transportation due to rural community
- Limited number of commercial kitchens in our community
- Competing fundraisers
- Multiple organizations offer duplicate services
- Massive service area stretches resources
- Small population

Current Culture Impedes Engagement

Culture

- Historical mindset restricts growth
- Pride – embarrassment prevents people from getting food
- Living in partial attention world
- Time restraints caused by full calendars

Unplanned Life Events Disrupts Operations

Natural Events

- Weather restricts access
- Natural disasters change processes
- Unplanned leadership changes

Strategic Directions – “Where to?”

What innovative, substantial actions will deal with the underlying barriers and move us toward our vision?

Strategic Direction #1

Engaging and Serving Our Community



- **Increase Public Awareness**
 - Develop effective PR communications
 - Communicate effectively multiple age groups
 - Create marketing materials aimed at underserved populations
 - Increase public awareness of our mission
 - Make everyone feel welcome
 - Have a thank you party for the community (acknowledgement)
 - Create social media messaging program
 - Create invitation to see the pantry’s operation

- **Grow Volunteer Programs**
 - Create more family friendly volunteer opportunities
 - Create more meaningful volunteer opportunities
 - Increase our efficiencies by investing in volunteers
 - Recruit newcomers that don’t know us to volunteer
 - Communicate our human resource needs to the community
 - Define volunteer training priorities
 - Write volunteer job descriptions
 - Thank you for volunteers
 - Train new people to pick up orders

- **Improve Patron Services**
 - Create a way to deliver food
 - Deliver food when necessary
 - Create a recipe board with pictures on walls
 - Identify needs/wants of our patrons
 - Create educational programs for those we serve
 - Establish an organized network of local nonprofits
 - Strengthen partnerships by developing consistent programming with other organizations

Strategic Direction #2

Proactively Preparing for the Future



- **Prepare for the Unexpected**
 - Plan a community coalition for disaster
 - Prepare for internal crisis
 - Plug into local emergency management plan
 - Create emergency response to protect resources

- **Sustain Funds**
 - Establish a crisis fund
 - Earmark money for rising needs
 - Fund raise in multiple new ways
 - Be faithful stewards
 - Make a grant writing committee
 - Solidify necessary budget categories



Improving Organizational Capacity

- **Enhance Operations**
 - Create better inventory monitoring
 - Implement a routine cleaning plan
 - Establish phone message system (other than personal #s)
 - Maintain current and relevant policies
 - Update functional space
 - Create volunteer management systems

- **Develop Internal Leadership**
 - Find funding for paid staff
 - Develop succession for board leadership
 - Determine staffing needs
 - Define necessary board member roles/responsibilities
 - Identify paid staff job duties

First Year Accomplishments – “How to?”

What specific, measurable tasks will we accomplish in the first year?

Accomplishment #1

Engaging and Serving Our Community		
CURRENT REALITY	1 st YEAR ACCOMPLISHMENTS	2-3 YEAR SUCCESS INDICATORS
<ul style="list-style-type: none"> • Serve 4,500+ people annually • 8 committed church partners • Approx. 75 volunteers • Long history of service (1985) • Active FB (500+) • Only food pantry in Johnson County • Strong community support • Host 3 holiday meals • Have a community orchard • Annual fundraising event • Provide food and hygiene items • Birthday cake program for youth • Partner with 2 grocery stores 	<ul style="list-style-type: none"> • Partnership discussions with Senior Center completed • Lead volunteer secured to spearhead “Education Programs” • Written volunteer opportunities created • Volunteer training needs evaluated • At least 1 open house event hosted 	<ul style="list-style-type: none"> • Food delivery program operating • Food access assessment completed • Educational program established • Volunteer management program created • 1st annual appreciation event for volunteers completed

Proactively Preparing for the Future

CURRENT REALITY	1 st YEAR ACCOMPLISHMENTS	2-3 YEAR SUCCESS INDICATORS
<ul style="list-style-type: none"> • Currently good financial state • Strong informal relationships with other local orgs • Food Pantry Sits on regular regional committees (Kelly) • Strong Diocese support at financial and leadership levels • No written contingency plan except COVID-focused • We have an operating budget for the 1st time • Capabilities for online giving • No emergency-focused written partnerships agreements in place • Fiscal policy does not address crisis funds • No unrestricted major gifts policy in place • 6+ months of operating reserves 	<ul style="list-style-type: none"> • Assessment of financial processes completed (budgeting, software, policies) • Formal emergency conversations with county completed • BLFP Emergency response task force created 	<ul style="list-style-type: none"> • Mission-driven budget in place • Written clarification of BLFP role in the county's emergency management plan • Internal emergency operating plan established

Improving Organizational Capacity

CURRENT REALITY	1 st YEAR ACCOMPLISHMENTS	2-3 YEAR SUCCESS INDICATORS
<ul style="list-style-type: none"> • New addition to our food pantry space created • Website established • Written partnership agreement in place with St. Luke's vestry and 2 stores • Kelly's term ends January 2023 • Inconsistent maintenance of pantry • No organizational phone line • Shared PO box and mailbox with church • Chair and Vice-Chair manage all donor relations • In-kind contribution system in place • No written SOPs outside of financial 	<ul style="list-style-type: none"> • Designated phone line for BLFP • Written SOPs approved • First staff member hired • Communication norms with Vestry established (written) • Current and relevant written job descriptions for board approved • Broadened board leadership dialogue with Vestry completed • Board development needs assessed 	<ul style="list-style-type: none"> • Old kitchen updated and functional • Leadership succession plan approved with Vestry support • Current strategic plan approved • Donor cultivation plan in action (7 donor touches annually) • Board development onboarding system in action

First-Year Timeline

What is our timeline for the First-Year Accomplishments?

	Q3 2022			Q4 2022			Q1 2023			Q2 2023		
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Engaging and Serving Our Community	<ul style="list-style-type: none"> Partnership discussions with senior center completed (*Kelly, Father Doug and Ian and Board) At least 1 open house event hosted (*Father Doug, Keri, Lynn, Kelly, and DJ) 			<ul style="list-style-type: none"> Lead volunteer secured to spearhead education programs (*Kari, DJ, Kelly) Written volunteer opportunities created (*Sid, Jean, LDS Board member) 			<ul style="list-style-type: none"> Volunteer training needs evaluated (*Sid, Jean, Rick) 					
Proactively Preparing for the Future	<ul style="list-style-type: none"> Formal emergency planning conversations with county completed (*Kelly, Wes, Father Doug) 			<ul style="list-style-type: none"> Assessment of financial processes completed (budgeting, bookkeeping software, policies) (*Wes, Joanne, Marsha, Kari) 			<ul style="list-style-type: none"> BLFP emergency response task force created (*Linda Clark, Doug, Karen) 					
Improving Organizational Capacity	<ul style="list-style-type: none"> Designated phone line for BLFP (*Father Doug, Kari) Communication norms with vestry established (written) (*Keri, Father Doug, Wes) 			<ul style="list-style-type: none"> 1st staff member hired (*FD, Kelly, Kari, Wes) 			<ul style="list-style-type: none"> Board development needs assessed (*FD, Kelly, Lynn, Kari) 			<ul style="list-style-type: none"> Written SOPs approved (*Wes, Kelly, Kari, Doug) Broadened board leadership dialogue with vestry completed (*Sid, FD, Wes, Kari) 		

*Indicate individuals who most likely participate in the implementation of the above accomplishments first name listed indicates the person who will spearhead the task, subsequent names indicate supporting team members. Review and edit assignments as needed.

90-Day Implementation Plans

What are implementation steps for the first-quarter accomplishments?

STRATEGIC DIRECTION: Engaging and Serving Our Community		ACCOMPLISHMENT TITLE (what): At least 1 open house event completed		
INTENT (why): Connect with community and engage potential patrons, new volunteers, and donors.		START DATE: April 11, 2022 END DATE: by Sept. 20, 2022		
IMPLEMENTATION STEPS (how):		WHO:	BY WHEN:	WHERE:
1. Select event date		Board	April 11	BLFP
2. Establish event planning action team		DJ / Kari	May 15	In-Person/calls
3. Identify guests		Action Team + Board	June 1	Mtgs, Calls, Email
4. Confirm event logistics (food and set up and budget)		Action Team, Board & Vestry	June 15	Board Meeting
5. Promote event		Action Team, Board & Vestry	July 1 – event date	Online, Media, Chamber, Personal invites,
COORDINATOR: Kari & DJ TEAM MEMBERS:	COLLABORATORS/PARTNERS Local media, local businesses,	EVALUATION MEASURES Event was hosted and well-attended	BUDGET \$500-\$1000?	NEXT MEETING April 11

STRATEGIC DIRECTION: Engaging and Serving Our Community		ACCOMPLISHMENT TITLE (what): Partnership Discussion with Senior Center		
INTENT (why): Delivery and creating partnership with meals on wheels		START DATE: June 2022 END DATE: June 2023		
IMPLEMENTATION STEPS (how):		WHO:	BY WHEN:	WHERE:
1. Contact AJ Mock to set up meeting		Kelly	Early June 2022	Email/phone
2. Establish a date and location – Doug and Ian		Kelly, AJ, Ian and Doug	Early June	Email/phone
3. Establish the agenda for meeting (establish ordering and delivery)		Kelly, AJ, Ian and Doug	Early June	Email/phone
4. Have the meeting and establish a tour date		Kelly, AJ, Ian and Doug	Mid-June	Senior Center / BLFP?
COORDINATOR: Kelly TEAM MEMBERS: Doug and Ian	COLLABORATORS/PARTNERS -Senior Center and Meals on Wheels	EVALUATION MEASURES Test trail and starting to deliver	BUDGET \$0	NEXT MEETING TBD

STRATEGIC DIRECTION: Proactively Preparing for the Future		ACCOMPLISHMENT TITLE (<i>what</i>): Formal emergency planning meeting with county		
INTENT (<i>why</i>): To understand our role in emergencies and finding out any needs		START DATE: May 2022 END DATE: December 2023		
IMPLEMENTATION STEPS (<i>how</i>):		WHO:	BY WHEN:	WHERE:
1. Reaching out to Maryann Connelly to set up meeting		Kelly	Early May	Email/phone
2. Establishing date and inviting the rest of the board officer and location		Kelly	Early May	Email/phone
3. Establish agenda items for meeting		Maryann, Doug, Kelly, Wes	Early May	Email/phone
4. have the meeting and establish next steps		Maryann, Doug, Kelly, Wes	Mid-May	Email/phone
COORDINATOR: Kelly TEAM MEMBERS: Doug & Wes	COLLABORATORS/PARTNERS Johnson County	EVALUATION MEASURES Having the meeting and follow up notes provided for board	BUDGET \$0	NEXT MEETING June 2022

STRATEGIC DIRECTION: Improving Organizational Capacity		ACCOMPLISHMENT TITLE (what): Designated phone line for BLFP		
INTENT (why): Constant access from the public to BLFP		START DATE: 4/1/22 END DATE: 9/30/22		
IMPLEMENTATION STEPS (how):		WHO:	BY WHEN:	WHERE:
1. identify VOIP system/Brian Whitlock		Doug	4/4/22	Phone/email
2. Subscription/hardware/software (calling provider)		Doug	4/25/22	Phone/www
3. Proposal presented to BLFP/approval		Doug	5/9/22	St. Lukes
4. Identify/script message/parties for contact		Kari/Doug	5/17/22	St. Lukes
5. Install software/hardware		Doug	6/7/22	BLFP
6. Public the information		Kari	6/8/22	public
COORDINATOR: Doug TEAM MEMBERS: Kari and Doug	COLLABORATORS/PARTNERS Brian Whitlock, BLFP Board	EVALUATION MEASURES Phone line established	BUDGET \$50/month = \$300 1 st year	NEXT MEETING 4/4/22

STRATEGIC DIRECTION: Improving Organizational Capacity		ACCOMPLISHMENT TITLE (what): Communication norms with Vestry established		
INTENT (why): Keep Vestry informed of BLFP activity for support		START DATE: 3/23/22 END DATE: 9/30/22		
IMPLEMENTATION STEPS (how):		WHO:	BY WHEN:	WHERE:
1. Ask Vestry what info. they need from the BLFP		Wes	3/23/22	St. Lukes
2. Ask Vestry how frequently they want the info.		Doug	3/23/22	St. Lukes
3. Take info (above) back to BLFP board for approval and assignments		Wes/Doug	4/11/22	St. Lukes
4. Take approval agreement back to Vestry		Wes/Doug	April Vestry Mtg	St. Lukes
COORDINATOR: Wes TEAM MEMBERS: Wes & Doug	COLLABORATORS/PARTNERS BLFP Board and Vestry	EVALUATION MEASURES Written Communication norms with Vestry	BUDGET \$0	NEXT MEETING 3/23/22

Appendices