

DBPA Work Plan & Report - Interim Director

By September 9, 2021

- Souris Basin reporting

By September 10, 2021

Festival on Main

- Vendor Recruitment
- Volunteer Recruitment
- Food Truck Confirm & Logistics
- Marketing
 - FB Event Ownership
 - Coop With Dakota Cruisers
- Bills
 - Insurance
 - Credit Card
 - Geocache Finals

By September 17, 2021

- Geocache Close Out

By September 20, 2021

- Anne Street Bridge Strategy & Position (Flood Protection Influenced)
 - The MREFPP (flood protection) has indicated to the City that they will pay ($\frac{2}{3}$ cost share) for impacts to the bridge when flood protection impacts it. This solves a significant chunk of the City's funding challenges, but the bridge must be put BACK in the Capital Improvement Plan. This will be discussed on Septmeber 20 at City Council.

By October 1, 2021

- Flood Protection Strategy & Position
 - Initial Meetings with property

By October 6, 2021

- General Membership Meeting
 - Evening Meeting, Carnegie
 - Chairs & Tables Required
 - School Bond Issue - Mark Vollmer
 - Website Introduction
 - Member Questions
 - Social Hour at The Blue or High Third

By October 13, 2021

- DBPA Website
 - Blog Serves as Primary Information Portal
 - Member News - Category
 - Automates to Mailchimp - Membership List
 - Membership Management
 - Renewal Mechanism For Licenses Including:
 - Community
 - Maker
 - Professional
 - Business
 - Automated Member Updates to Mailchimp
 - eCommerce Platform
 - SWAG
 - EVENTS/Tickets
 - Memberships
 - Job Board
 - Event/Happening Board
 - Home/Listing Board (Real Estate)
 - Home Page Redesign
 - Issue Introduction & Education
 - Issue Development & Positions Including
 - 1st Ave North
 - Anne Street Bridge
 - Downtown Parking
 - Graffiti & Broken Windows
 - Trash Management
 - Skateboards & Scooters
 - Renaissance Zone
 - Flood Protection
 - Ben's Tavern Redevelopment
 - Downtown Overlay District
 - Trees & Weeds
 - Business Improvement District (BID)
 - Trinity Redevelopment
 - Development Model
 - Zoning Model Ordinance
 - Street Art Plan
 - Facade Improvement Program
 - Streetery & Parklet Program
 - Holiday Decorations
- DBPA Management Database
 - Annual Work Plan & Schedule
 - Contact List
 - Organizations/Businesses/Members
 - People

- Automate Updates & Management to Mailchimp/Communication Portal
 - Parcel Details
 - Capital Project List
- DBPA Business Plan
 - Sustainable Revenue Channels
 - eCommerce Swag Development
 - Member Revenue
 - Event Revenue
 - Foundation Development Plan
 - Employment Needs, Roles, Policies
 - HR/Hiring Practices
- Board Administration
 - Board Confidentiality Agreement
 - Board Recruitment to Fill Vacancies
 - Past Minutes & Website Entry
- Member Development & Contact
 - 2021 Renewals - Complete

HAND OFFS

- Financial Practices, Management, & Accounting
- Event Planning
 - October 28 - Potential Wine/Halloween Walk Downtown

HELP!

- Keep non-emergent issues off my plate until October 13

October 14/15ish

- Board Review of Director Performance