

Activity		Responsibility	Month												Progress
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1. Staffing Work to support our staff to benefit both the employees and the organization through staff retention, a livable wage and benefits, and address housing needs. This will support SIHA’s goal to grow our educational programs, visibility, and partnerships.															
1.1	Evaluate short/long term needs/roles within SIHA	Comm needed?			X	X	X	X	X	X	X	X	X	X	
	a. Review Strategic Plan to determine needs for 1, 3 & 5 year goals b. Develop incremental org. charts for the next 5 years considering future plans/growth c. Create budget for increases to staff/crew d. Create list of resources besides money needed for increases to staff/crew														
1.2	Improve pay and benefits for SIHA staff				X	X	X	X	X	X	X	X	X	X	
	a. Review Idaho Nonprofit Center’s 2022 Compensation Report b. Develop plan/budget for pay and benefit increases over the next 3-5 years														
1.3	Develop plan to improve training/skill building for interns				X	X	X	X	X	X	X	X	X	X	
	a. Survey current and past crew members to help determine strengths and weaknesses of training/experience b. Review SIHA’s current training program c. Research training opportunities/certifications for interpreters that would add value to SIHA’s intern program d. Determine budget needed for certifications														
2. Partnerships Increase efficacy and efficiency among all organizations, agencies, and individuals working within the Sawtooth National Recreation Area to preserve and protect it.															
2.1	Maintain/increase information sharing among partners		X	X	X	X	X	X	X	X	X	X	X	X	
	a. Consider partners when planning events, projects, programs. b. Connect with ICL at trailheads. LN c. Continue participating in Clean-up events d. Determine if SIHA should facilitate regularly scheduled information sharing meetings are worthwhile for area nonprofits and SNRA														

Manage stewardship and maintenance of facilities. Lead historic conservation of important buildings and sites. Maintain archive of artifacts, oral histories, and general area information for access to the public.

5.1 Review new archive software and update collections records

a. Identify/engage local volunteer(s) to help update Past Perfect collections records – add pictures of each item as well as storage location.

5.2 Renew Clerk's Cabin planning

a. Determine how the funds raised for the clerk's cabin project should be used. Do we pay a design firm to complete the plans so we are no longer stuck on the design/approval portion with the SNRA and can focus on raising more funds for the actual building piece?

UPDATE: on hold until we know the outcome of Center for the Sawtooths project

5.3 Establish online access to oral histories

a. Add Oral Histories page when new website is up and running, research software for video editing, identify priority oral histories to share online, clip and upload oral histories to YouTube, embed in new website

5.4 Determine future of use of barn storage

- a. Meet with City to determine short/long term need/use of barn storage
- b. Confirm SIHA's ability to add a storage building to the Museum complex with SNRA

Increase reach and improve quality of programs offered. Be known as THE Sawtooth education organization. Be a leader in our community and fields of education and history interpretation. Broaden demographics served and access to non-traditional user groups.

6.1 Evaluate/diversify FLS content

- Plan, advertise, implement FLS
- Review FLS history/ speakers/topics
- Maintain goal of equal number of men/women presenters
- Work to bring presenters with diverse perspectives/backgrounds

6.2 Review Naturalist program

- Survey current and past crew members to help determine strengths and weaknesses of program
- Develop budget/plan for most useful certifications for summer crew

6.3 Celebrate SNRA/SIHA 50th Anniversaries

- Require Gallery Artists in 2022 to include a statement about their connection to SNRA values
- Hold SNRA forum during FLS
- Host morning reflection at Redfish, Aug. 22 for SNRA 50th
- Hold December 20 virtual event to celebrate SIHA's 50th?

	Color Legend:	
	Completed	
	Working on it!	
	Not in progress	
	Legend:	
	Board	B
	Executive Committee	Ex
	Finance Committee	Fin
	Executive Director	ED
	Business Manager	BM
	Lead Naturalist	LN
	Museum Docent	MD
	Bookkeeper	Bk
	Oral History Committee	Oral
	Membership & Outreach Committee	M&O

[illegible]

SIHA ANNUAL TASKS LIST – Aug-22

FOCUS	DESCRIPTION	RESPONSIBLE PERSONS	TASKS	DEADLINE	Progress
Finance	2021 Budget	Fin	Review draft - October; final draft for vote by BOD – December Review and adjust if needed at meetings	October 21, 2021 December 9, 2021	
Personnel	Hire Lead Naturalist	ED	Post job description Dec. 1, open until filled	Jan. 10, 2022	
Personnel	Hire Museum Docent	ED	Post job description Dec. 1, open until filled	May 1, 2022	
Personnel	Hire 5 Naturalists 1 Historic Specialist	ED LN	Post job description Dec. 1, rolling deadline – priority consideration to applications by Jan. 9 Interviews rolling; Recruit local volunteers if needed	Apr 1, 2022	
Outreach/ Fundraiser	Participate in Idaho Gives	ED M&O Comm	Create/distribute E-Newsletter prior to Idaho Gives March 15 sign-up deadline, week long May 2-5	Apr 29, 2022	
Fundraiser	Recruit artists for gallery Develop marketing plan	ED Gal Comm	Need to recruit Gallery Committee members	May 15, 2022	
Finance	Filing Federal Tax Form 990	Treasurer ED/BM	Work to identify accounting company to take this on in 2023 and beyond.	November 15, 2022	
Operations	Open Museum	ED MD	Board and or local volunteers needed!	May 28, 2022	
Personnel	Training for Seasonal Volunteers	ED/LN/MD B	First two weeks of season Board called upon as needed to present content	May 30, 2022	
Operations	Work Day to prepare buildings for reopening	ED; B Volunteers	Establish work day priorities CANCELLED will rescheduled for SEPT	June 5, 2022	
Event	Community Clean-up	ED	1 st week of June	June 8, 2022	
Outreach	Recruit artists/market Redfish Gallery	Gal	12-16 artists, various mediums, 50 th theme	June 10, 2022	
Operations	Open Redfish Center	ED LN		Jun 10, 2022	
Programming	Forum and Lecture Series - July 8-August 26, 2022	ED FLS com	January: develop theme, contact speakers February/March: schedule speakers April: Design program brochure May: Print program brochure/advertise	June 15, 2022	
Outreach	Coordinate summer crew post to social media/blog posts	LN	Need volunteers to review blogs before posting	June 30, 2022	
Fundraiser	Raffle	ED/Crew B		Jul 1, 2022	
Event	Sawtooth History Day at the Museum	ED Crew		July 9, 2022	
Event	Smoke Bear's Birthday Party	ED/Crew		Aug 6, 2022	

Event	Salmon Festival	ED/Crew IRU		Aug 27, 2022	
Event	End-of-Season SNRA Clean-up	ED Partners	Multi-week event, 2 nd annual – in conjunction with National Lands Day – Partners include NFF, SawSo, PUG, SNRA, ERC, ICL	Sep 2022	
Resource Capacity	2023 Draft Budget	Fin Comm	Draft to board in October for first reading at December meeting.	October 2022	
Communications	Fall Membership Drive Create and distribute November newsletter	ED M&O Comm	Board to review + personalized notes at folding party	Nov 10, 2022	

SIHA ANNUAL TASKS LIST – Aug-22

ONGOING ANNUAL TASKS (no specific deadline)																
FOCUS	ACTIVITY	RESPONSIBLE PERSONS	MONTH												Progress	
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Admin	Manage membership list	ED M&O Comm	X	X	X	X	X	X	X	X	X	X	X	X		
Admin	Prepare next FY annual budget for approval	Fin											X	X		
Admin	Report on prior FY budget	Fin		X												
Admin	Manage budget/books: track budget; report to board; keep Association books; ensure financial reviews are conducted as needed; payroll; track grants/special project expenditures; renew insurance; workman’s comp; file taxes, etc.	Fin/Bk	X	X	X	X	X	X	X	X	X	X	X	X	X	
Admin	Review annual engagement letter with Business Manager and other contracted associates	ED												X	X	
Admin	Regularly communication with FS staff at sales outlets about needs/changes/etc.	BM	X	X	X	X	X	X	X	X	X	X	X	X	X	
Admin	Manage inventory and sales at all outlets	BM	X	X	X	X	X	X	X	X	X	X	X	X	X	
Admin	Keep separate books for C/T outlets and review	BM	X	X	X	X	X	X	X	X	X	X	X	X	X	
Admin/Partnership	Renew cost-share agreement with SNRA to cover stipend for 1 Naturalist	ED	X	X	X											
Admin/Edu	Update annual operations/maintenance schedule for Redfish Center	ED				X	X									
Capacity Building	Grant writing	ED	X	X	X	X	X	X	X	X	X	X	X	X	X	
<ul style="list-style-type: none">AWARDED: LPF grant, 3/31 - \$6500 - for Shoshone-Bannock interpretive displays at Stanley Museum and Redfish CenterDENIED: Steele-Reese grant, 4/1 - \$7500 - for Shoshone-Bannock interpretive displays at Stanley Museum and Redfish CenterSUBMITTED 1st Round: Idaho Humanities Council Major Grant Cyclic, 8/15 - \$5,550 – for Shoshone-Bannock interpretive displays, final submission 9/15																
<ul style="list-style-type: none">AWARDED: NFF grant, submitted 4/1 - \$15,000 for trailhead stewardship and educational programs in the SNRA<ul style="list-style-type: none">Final Report due Jan 31, 2023																
<ul style="list-style-type: none">SUBMITTED: Idaho Community Foundation, 6/15 - \$7,500 for general operations/educational programs																
<ul style="list-style-type: none">SUBMITTED: Val A Browning Foundation, 6/1- \$25,000 for Redfish summer crew stipends/mileage																
<ul style="list-style-type: none">AWARDED: LPF grant, 6/30 - \$2100 – for AED units at Stanley Museum and Redfish CenterAWARDED: Stanley Winterfest grant, 2/28 - \$1000 – for AED units at Stanley Museum and Redfish Center																
<ul style="list-style-type: none">Other potential grants to be submitted																
<ul style="list-style-type: none">Sawtooth Festival grant, due 9/1, researching cost of a new lawn sign for the Museum that will say:																

Stanley Museum Sawtooth Association est. 1972																
Comm/Edu	Plan, advertise, implement FLS	FLS	X	X	X	X	X	X	X	X						
Communication	Develop and implement annual media plan	M&O	X	X	X	X	X	X	X	X	X	X	X	X	X	
Communications	Recruit members at all events/outlets	ED/Crew BM	X	X	X	X	X	X	X	X	X	X	X	X	X	
Communications	Assign coordinators, plan, organize events	ED/Crew	X	X	X	X	X	X	X	X	X	X	X	X	X	
Communications	Manage website/keep updated	ED/Crew M&O Comm	X	X	X	X	X	X	X	X	X	X	X	X	X	
Education	Secure operations grant/donation to operate Redfish Center next FY	ED	X	X	X	X	X				X	X	X	X		
Partnerships	Work with FS Staff to ensure successful year (Bobbi Filbert, SNRA, Kathy Atchley C/T)	ED/BM	X	X	X	X	X	X	X	X	X	X	X	X	X	
Partnerships	Cooperate with Sawtooth NRA efforts to improve effectiveness of HQ and SRS reception areas	ED/BM	X	X	X	X	X	X	X	X	X	X	X	X	X	
Partnerships	Attend FS Department lead meeting: work with SNRA to identify information they want SIHA to focus on during the field season	ED/Crew			X	X										
Partnerships	Develop relating programs/exhibits as requested by SNRA	ED/Crew						X	X	X	X					
Partnerships	Work with SNRA to find housing for Lead/Naturalists/Museum crew	ED	X	X	X	X	X									
Preservation	Maintain collection records and input new donations acquisitions at the Stanley Museum	ED/MD	X	X	X	X	X	X	X	X	X	X	X	X	X	
Preservation	Conduct, transcribe, upload oral histories	Oral	X	X	X	X	X	X	X	X	X	X	X	X	X	
Preservation	Create new exhibit in rotating museum case	MD/ED						X	X	X	X					
Training	Conduct training for SIHA/FS staff on how to market SIHA materials and make sales JUNE + as needed	BM						X								

SIHA Committees List - Aug-22

Committee	Members (C) indicates Committee Chair - Executive Director is on every committee	NOTES
Education	Bernie Hartz, Terry Clark, Roland Miller	
Executive	President (C), Vice-President, Treasurer, Secretary, Past President/Appointed Director	
Finance	Treasurer (C), Business Manager, Stewart Wilder, Ken Carlsen	
FLS	Gary Gadwa, Jenny MacNichol, Ed Cannady, Stewart Wilder, Amelia Jones	
Gallery	Bernie Hartz	
Historic Preservation	Gary Gadwa, Terry Clark, Stewart Wilder, Ken Hartz, Roland Miller, Liesl Scherthanner +Jenny MacNichol for Clerks Cabin	
Major Donors	Stewart Wilder, Terry Clark, Paul Hill, Debra LaMorte, Roland Miller	
Membership & Outreach	Caitlin Straubinger (C), Liesl Scherthanner, Stewart Wilder	
Oral History	Gary Gadwa (C), Becky Obletz, Ed Waldapfel, Stewart Wilder	
Plaque/Dedications ad hoc	Ed Waldapfel, Bernie Hartz, Gary Gadwa	
Board Recruitment	Stewart Wilder, Terry Clark, Liesl Scherthanner, Jenny MacNichol	
Ad Hoc Salmon Committee	Stewart Wilder, Ed Cannady, Paul Hill, Gary Gadwa, Terry Clark, Caitlin Straubinger	
Strategic Planning	Jenny MacNichol, Terry Clark, Liesl Scherthanner, Gary Gadwa, Stewart Wilder, Bernie Hartz, Roland Miller, Ed Waldapfel	
Center for the Sawtooths	Stewart Wilder, Terry Clark, Liesl Scherthanner, Jenny MacNichol, Becky Obletz, Gary Gadwa, Ed Waldapfel, Doug Obletz, Carter MacNichol	