

Boulder Junction Community Foundation Strategic Plan

Strengthening Our Community, Preserving Our Resources, and Enhancing Our Quality Of Life

Our Mission:

To preserve and enhance Boulder Junction for present and future generations.

Goals

The Boulder Junction Community Foundation goals include:

- Raise funds to fulfill our mission; initial target goal: \$1,000,000
- Raise public awareness of the Foundation
- Foster community projects through human and financial resources
- Provide good stewardship of resources
- Embrace the Four Key Principles for Foundation Success

Goal 1: Raise Funds to Fulfill Our Mission – Target Goal: Initial \$1,000,000 in Restricted Endowment Funds

Objective 1: Establish a Fundraising Plan

TASK	RESPONSIBLE PARTY	TIME FRAME	MEASURES
1. Identify the Foundation’s funds and their goals	Board in cooperation with the Fundraising Committee	November of each year	<ul style="list-style-type: none"> •Definition of each fund •Inclusion in annual report and business plan
2. Set fundraising goals annually	Fundraising Committee	October	<ul style="list-style-type: none"> •Board approval •Publication to public
3. Promote the Founders and Legacy Circles	<ul style="list-style-type: none"> •Fundraising Committee •Board 	•Review annually	<ul style="list-style-type: none"> •Board approval •Followup action as required
4. Establish fundraising method for each approved fund	Fundraising Committee and/or event chairman	As needed	<ul style="list-style-type: none"> •Board approval •Publication to public
5. Hold regular Fundraising Committee meetings	<ul style="list-style-type: none"> •Board •Chair, Fundraising Committee 	Minimum of four meetings per year	•Minutes of Committee meetings
6. Determine the feasibility of consulting a fundraising expert.	Board	As needed	<ul style="list-style-type: none"> •Board approval •Follow-up action as required

Goal 2: Raise public awareness of the Foundation

Objective 1: Enhance and promote public awareness

TASK	RESPONSIBLE PARTY	TIME FRAME	MEASURES
1. Develop publicity resources: Publications, media, quarterly eNewsletter, annual reports and website	<ul style="list-style-type: none"> •Publicity and Community Relations Committee •Foundation Newsletter Editor 	Ongoing	<ul style="list-style-type: none"> •Board receipt •Review of publicity resources •Board receipt and/or approval
2. Develop publicity plans for special events	<ul style="list-style-type: none"> •Publicity and Community Relations Committee •Events chairmen 	Dates in advance of events	<ul style="list-style-type: none"> •Appropriate plans to event chairmen •Monthly review of Operations Calendar •Executive Board review
3. Investigate additional avenues to improve public relations and community relations	<ul style="list-style-type: none"> •Publicity and Community Relations Committee •Foundation Executive Board 	Ongoing	<ul style="list-style-type: none"> •Committee and/or Board minutes
4. Continue to build relationships with local organizations and potential donors	<ul style="list-style-type: none"> •Publicity and Community Relations Committee •Board 	Ongoing	<ul style="list-style-type: none"> •Attend local meetings •Provide publicity releases as needed •Host meetings

Goal 3: Foster Community Projects through Human and Financial Resources

Objective 1: Maintain and administer a grants program

TASK	RESPONSIBLE PARTY	TIME FRAME	MEASURES
1. Maintain a Grants Committee	Board	Ongoing	<ul style="list-style-type: none"> •Meetings as needed •Published reports
2. Involve community members on the Grants Committee	Board	Ongoing	<ul style="list-style-type: none"> •Review committee composition and involvement annually
3. Establish and maintain published guidelines for grant administration and allocation of funds	<ul style="list-style-type: none"> •Grants Committee •Board 	As needed	<ul style="list-style-type: none"> •Board approval •Followup action as required
4. Participate in identification of community needs	Board	Ongoing	<ul style="list-style-type: none"> •Board approval •Periodic reports to the Boulder Junction Town Board •Publication of idea submissions

Objective 2: Perform public services

TASK	RESPONSIBLE PARTY	TIME FRAME	MEASURES
1. Sponsor candidate forums for local elections	Board	Local elections	<ul style="list-style-type: none"> •Publicity •Conduct public forum
2. Assist community organizations when requested	Board	As needed	<ul style="list-style-type: none"> •Board approval •Followup action as required

Goal 4: Provide Good Stewardship of Resources

Objective 1: Continue to Grow and Develop

TASK	RESPONSIBLE PARTY	TIME FRAME	MEASURES
1. Evaluate composition, diversity and needs of the Board and its committees	Board	October	Maintain the 11-member Board and committee members
2. Grow the Neighbors' group	Board	Membership renewals (calendar year)	<ul style="list-style-type: none">•Annual renewal mailings•New application forms online and in newsletters
3. Establish an annual operating budget	Finance Committee	Annually in October	<ul style="list-style-type: none">•Committee minutes•Board approval

Goal 4: Provide Good Stewardship of Resources

Objective 2: Maintain transparency and accountability

TASK	RESPONSIBLE PARTY	TIME FRAME	MEASURES
1. Maintain the non-profit status of the Foundation with the state and the IRS	Board and Board Treasurer	See yearly Foundation calendar	<ul style="list-style-type: none"> •Proper filing of required documents •Review by Foundation Executive Board
2. Review and revise the Strategic Plan annually	Board	<ul style="list-style-type: none"> •Annual October review •Followup date as determined 	<ul style="list-style-type: none"> •Minutes of the special meeting •Revised document when necessary •Board approval
3. Determine the best investment options for the Endowment Fund	<ul style="list-style-type: none"> •Finance Committee •Board 	March	<ul style="list-style-type: none"> •Annual vote of the Board
4. Review Board policies	Board	Annual January review	<ul style="list-style-type: none"> •Board minutes •Special Board meeting if necessary

Goal 5: Embrace the Four Key Principles for Foundation Success

1. Always refer back to your MISSION statement when making any decisions. This is your guiding light. Extremely important!
2. Be consistent in your grant giving. This will define who you are more than anything you say in your brochures or websites. Also, by being consistent, it enables you to easily defend your decisions (For example, when you have to deny a grant request - - not fun, but you may have to).
3. You must be able to validate your existence by fulfilling a niche no one else is doing.
4. It is your first responsibility as board/committee members to look out for the Foundation's best interests in all decisions.