

STORM Steering Committee Workplan 2017

4/5/2017

Task	Responsible Person(s)	Action Required	Deliverable	Timeline / Due Date	Comments/ Completed (Y for yes)	Strategic Plan Reference
Steering committee meeting schedule	Janet Geer/Tiffany Odell/STORM Coordinator/Bill Malatinsky	Schedule steering committee meetings and locations	Send scheduler to Steering committee members	Scheduling completed; topics and agendas are ongoing	Tiffany will work with Bill to reserve rooms	Goal 4 & 5
		Gather meeting topics and prepare agendas	Meeting agendas - Ongoing		Janet will create meeting agendas with STORM Coordinator	
Quarterly meeting agenda	Steering committee and STORM Coordinator	Establish meeting agenda, training topics, coordinate with speakers	75% agenda complete 1 month prior, send "teaser" reminder email to membership	Ongoing		Goal 1, Strategy 3-2
		Send reminders and agenda to general membership	95% agenda complete 2 weeks prior, send agenda to membership	Ongoing		
		Provide updates to outside stormwater groups and supervisors	Provide updates and information to APWA and Coordinator Meetings: South End - Tiffany, King -Betsy & Mary, North End -Janet, APWA - Betsy	Ongoing, as appropriate		
		Create template for meeting agendas	*Monday before the meeting, send reminder email to membership *Meeting agenda template	Ongoing		
		Identify STORM members doing important work that's worthy of recognition	Present certificates at the symposium each year.	Ongoing/ Nov 2017		

STORM Steering Committee Workplan 2017

4/5/2017

Task	Responsible Person(s)	Action Required	Deliverable	Timeline / Due Date	Comments/ Completed (Y for yes)	Strategic Plan Reference
2017 Annual Report	Tiffany O'Dell with support by Steering committee	Collect topics for annual report	Annual report complete	12/31/2017		Goal 1, Strategy 5-2
		Assign/write articles	Sent to general membership and partners			
		Edit and design publication	Send to general membership			
PSSH Coordination	Steering committee and PSSH team	Participate in monthly PSSH steering committee meetings		Ongoing		Goal 2, Strategy 2-2
Coordinate with DOE	Steering committee and DOE liaisons	Meet regularly with DOE staff and provide regular updates to DOE leadership		Ongoing		Goal 2, Strategy 2-3