



Month	Activity	Notes
February	Update Commissioner Roster and Complete Bio Sheets	Complete Roster to be circulated at February Meeting; Survey to be used for additional biographical information
February	Kickoff Commissioner and Staff Spotlights	Staff Member: Sarah Stewart (February); Lark Washington (March); Chet Parsons (April) Commissioner: Larry Nordvig (February); Kristen Larson (March); Chris Winslow (April)
February/March	Schedule New Commissioner Orientation Sessions	Invite anyone to participate in 1:1 meeting To cover overview of PlanRVA, programs and responsibilities; Ways to connect and support Launch Commissioner Match Up Program for newly appointed Members
March	Develop Social Media Policy/Guidelines	For Committee Review and Recommendations to Full Commission
April	Draft PlanRVA Collateral Material	<ul style="list-style-type: none"> - Menu of Services & Programs - Value of Regional Planning - Strategic Planning Framework
April	ID Specific Investments for FY2021	Training, Software, Subscriptions, Professional Services
May	Identify List of Speaking Opportunities and Ongoing Partners for Outreach	Schedule for remainder of calendar 2020
June	Develop Newsletter Strategy	Audience, Frequency, Metrics