**[LOGO HERE]**

**SHELBYVILLE MAINSTREET CALENDAR YEAR 2024 ANNUAL WORK PLAN**

**Shelbyville MainStreet Mission & Vision**

* **Organizational Mission:**
* **Organizational Vision:**
* **Community Vision:**

**Strategic Direction**

During two planning sessions in late 2023, the Shelbyville MainStreet board and staff identified the following Economic Transformation Strategies and Capacity-Building Strategy to guide the organization’s work for 2024 and beyond. These strategies were approved by the Board at the December 2023 Board meeting.

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| **ETS #1** |  |
| *Sub-Strategies or Goals* | [Delete these rows if not needed] |
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| **ETS #1 Outcomes** |   |
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| **ETS #2** |  |
| *Sub-Strategies or Goals* | [Delete these rows if not needed] |
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| **ETS #2 Outcomes** |  |
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| **CBS** |  |
| *Sub-Strategies or Goals* | [Delete these rows if not needed] |
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|  |  |
| **CBS Outcomes** |  |

**Strategy Implementation**

Though Shelbyville MainStreet has identified two distinct Economic Transformation Strategies, many of the organization’s projects support both ETS #1 and #2, and occasionally the Capacity-Building Strategy, as well. For this reason, the annual work plan will not be organized by strategy, which would have resulted in duplicate projects being listed under multiple strategies. Instead, the projects will be grouped categorically and the strategy(s) and goal(s) it supports will be listed in the “Strategy Support” column (ETS1, ETS2, and/or CBS).

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| **SHELBYVILLE MAINSTREET CALENDAR YEAR 2024 ANNUAL WORK PLAN** |
| **Projects, Actions and Tasks****(what)** | **Key Performance Indicators (Metrics)** | **Responsibility****(who)** | **Timeline****(when)** | **Cost/ Revenue** | **Volunteer Needs** | **Strategy/ Goal Support** | **Notes** |
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| **PROJECT NAME (POINT(S) IT SUPPORTS (i.e. P, O, D, EV)** |
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| **GOVERNMENTAL COMPLIANCE (O)** |
| **FEDERAL** |
| File Annual Form IRS 990 | [Delete if not needed] |  |  |  |  | CBS |  |
| Pay payrolls taxes | [Delete if not needed] |  |  |  |  | CBS |  |
| **STATE** |
| File NM Attorney General registration | [Delete if not needed] |  |  |  |  | CBS |  |
| Filed NM Secretary of State registration | [Delete if not needed] |  |  |  |  | CBS |  |
| Pay payroll taxes | [Delete if not needed] |  |  |  |  | CBS |  |
| **NMMS** |
| Execute Memorandum of Understanding (biannual) | [Delete if not needed] |  |  |  |  | CBS |  |
| Complete annual board member & staff meeting attendance requirements | [Delete if not needed] |  |  |  |  | CBS |  |
| Participate in & Complete Annual Program Review & Accreditation Process | [Delete if not needed] |  |  |  |  | CBS |  |
| Complete Annual Budget & Salary Survey | [Delete if not needed] |  |  |  |  | CBS |  |
| Submit quarterly reinvestment reports | [Delete if not needed] |  | April 1; July 1; October 1; January 1 |  |  | CBS |  |
| **CITY, COUNTY & BID** |
| Execute annual scope of services contract | [Delete if not needed] |  |  |  |  | CBS |  |
| Submit quarterly activity reports  | [Delete if not needed] |  |  |  |  | CBS |  |
| Submit lodger’s tax request | [Delete if not needed] |  |  |  |  | CBS |  |
| Submit quarterly lodger’s tax reports  | [Delete if not needed] |  |  |  |  | CBS |  |
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| **ORGANIZATION & OPERATIONAL MAINTANANCE (O)** |
| **ORGANIZATIONAL OPERATIONS** |
| Evaluate executive director  |  |  |  |  |  | CBS |  |
| Update annual budget |  |  |  |  |  | CBS |  |
| Review bylaws |  |  |  |  |  | CBS |  |
| **ORGANIZATIONAL PLANNING** |
| Evaluate previous year’s work |  |  |  |  |  | CBS |  |
| Evaluate ETS/CBS outcomes |  |  |  |  |  | CBS |  |
| Update annual work plan |  |  |  |  |  | CBS |  |
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| **TOTALS** |  |  |  |  |  |  |  |