

**V. Work Plan Updates**

**Legislative Committee**

Legislative Chair: Ricky Clark	Responsibility	Due Date	Notes
<b>Committee Members: Stephanie Aylworth</b>			
Attend GMA LPC Weekly Calls	Ricky Clark		
Provide timely legislative updates to membership	Georgia Municipal Association		Use email template for legislation impacting downtown
Coordinate resolutions regarding pending/proposed legislation when needed			
Send invitation letter to legislative members to conference (save the date)			
Reach out to GDA members in regions to invite their legislators			
Invite legislators of the region where the conference will be held			

## Internal Operations Committee

	Extra Information	Responsibility	Due Dates	Notes
<b>Internal Operations Chair:</b> Ellen Hill Co-chair: Mathew Hill				
<b>Committee Members:</b> Mathew Hill, Christian Hamilton, Ellen Hill				
<b>RFP for 2023 Conference</b>		Emily D., Ellen, Sharon	March	
<b>Bylaw Review</b>		Ricky, Ellen, Mathew, Christian	Feb- notes from Board March- bring to Board for approval	
<b>GMA/GDA Contract Review</b>		Ellen, Exec Committee, Emily D., GMA legal, Christian	April- notes from Board	
<b>D&amp;O Insurance</b>		Ellen, Emily	February	
<b>Board Orientation</b>	Annual review of Board responsibilities, all Board members get notebooks	Exec committee, Committee chairs	As needed/ September after the general membership meeting	
<b>Review of membership</b>	Send to membership/		July	Include reduced

<b>categories &amp; definitions</b>	marketing when done for review			cost benefits (cont.) CDP Quarterly Regional meetings
<b>Nominating Committee for new Board Members</b>		Mathew/Sadie	August	
<b>Announce (National) Main Street Scholarship application</b>	I.O. review to bring to Board	Emily	February	
<b>Create Board meeting schedule</b>		Ellen, Emily	December	
<b>GDA presence at other conferences</b>	GCCMA, ECG, GMA, Chamber, Tourism, GEDA	Board of Directors	Ongoing	
<b>Edge Scholarship application</b>	I.O. review to bring to Board	Emily, Ellen	February	

## Marketing and Membership Committee

	Extra Information	Responsibility	Due Dates
<b>Membership/ Marketing Chairs:</b> April Norton, Aundi Lesley			
<b>Committee Members:</b> Sadie K., Abigail S., Tonya P.			
<b>Revise content for membership forms, brochures, sponsorship</b>	Post Internal Operations review	April, Emily, Danny	July
<b>Maintain list of GDA members and list of potential new members</b>	GA Main Street/DCA assist with list	Emily	Ongoing
<b>Continue new manager outreach</b>	Same as above	Emily	Ongoing
<b>Create marketing plan for CDP</b>	After education committee updates	Full committee	December
<b>Launch new website</b>		Emily, April	February
<b>Update GDA presentation</b>		April	March
<b>Create GDA powerpoint template</b>		April	March
<b>Market regional meetings</b>	After dates set by education	Aundi, April	March

	committee		
<b>Continue to use social media to promote GDA through FB and Instagram</b>	#GADOWNTOWNS	Emily	Ongoing
<b>Print Save the Date for annual conference</b>	with QR code for registration? (according to cost)	Danny	March
<b>Create conference swag and pricing file</b>	Inquire with conference committee to determine needs	Abigail	May/June

## Education and Conference Committee

	Responsibility	Dues Dates	Notes
<b>Education/Training Chair:</b> Jeffrey			
<b>Committee Members:</b> Elizabeth, Monica, Emily, Qaijuan, Cindy, Kendrick, Chris			<div style="display: flex; justify-content: space-between;"> <span>North 1,2</span> <span>Spring</span> <span>Fall</span> </div> <div style="display: flex; justify-content: space-between;"> <span>ATL 3, 4</span> <span></span> <span></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Central E 5,6,7</span> <span></span> <span></span> </div> <div style="display: flex; justify-content: space-between;"> <span>South W 8, 10</span> <span>Amer.</span> <span>Cordele</span> </div> <div style="display: flex; justify-content: space-between;"> <span>South E 9, 11, 12</span> <span></span> <span></span> </div>
<b>1. Region Meetups</b>	Elizabeth	Planning- 2/22 Goals- March/April	
<b>2. Mentorship Program</b>	Chris Pike	Ongoing	
<b>3. CDP Subcommittee creation</b>	Kendrick/Sadie	02/22	
<b>4. CDP Workload: All subpoints</b> - Subcommittee workplan along with contract		Ongoing	