



**2018 STRATEGIC PLANNING DEVELOPMENT PROCESS**

<b>Month</b>	<b>2017</b>	<b>Activity</b>
<b>January</b>	18	New Board and Committee Chair Orientation
<b>March</b>	2	Work Session: Fairbanks North Star Borough
<b>April</b>	5	Annual Board and Staff Retreat <ul style="list-style-type: none"> <li>• MTCVC Lease Renewal</li> <li>• By Laws – Amended and Restated</li> <li>• Status updated on Convention Center Planning, State of Alaska TID, and new Website</li> </ul>
<b>June</b>	28	Management Team Retreat
<b>July</b>	By 31st	Management discussions with President and CEO (strategic direction / narratives) and Director of Finance and Administration (budget)
<b>August</b>	By 11th	Committee review of draft budget and Strategic Plan strategies/narratives. NOTE: Each Committee Chair is also a member of the Board of Directors, please include invite to President and CEO and Director of Finance and Administration to committee meetings.
	By 11th	Draft budgets and Strategic Plan narratives due
	21 24	Finance and Planning Board Meeting: <ul style="list-style-type: none"> <li>• Committee Chairs convey discussion of departmental strategies for upcoming year</li> <li>• Approve revenue assumptions</li> <li>• Review draft budget</li> </ul>
	31	Present to Audit Committee
<b>September</b>	By 15th	Committee review of draft budget and revised Strategic Plan narratives. Committee Chairs are members of the Board of Directors. Invite President and CEO and Director of Finance and Administration to committee meetings.
	25 27	Finance and Planning Board Meeting: <ul style="list-style-type: none"> <li>• Committee Chairs convey discussion of departmental strategies for upcoming year</li> <li>• Review and approve reserve designation</li> <li>• Review and approve budget</li> </ul>
	29	Report due to City of North Pole Director of Finance on current years activities and use of funds
<b>October</b>	2-5	Alaska Travel Industry Association Annual Convention
	11	Year-to-date Progress Reports due
	23 25	Finance and Planning Board Meeting: Receive Strategic Plan and Budget
	31	Annual Strategic Plan and Budget due to City of Fairbanks North Pole Discretionary Grant Application including Strategic Plan and Budget due.
<b>November or December</b>	TBA	Work Session: City of Fairbanks
<b>November</b>	TBA	Work Session: City of North Pole
<b>January 2018</b>	TBA	After review with committees and President and CEO, Directors finalize performance metrics for upcoming year with departmental staff and Advertising and Public Relations Associate

## MONTHLY STRATEGIC PLANNING REVIEW PROCESS

<b>When</b>	<b>What</b>	<b>Staff Responsibility</b>
<b>1<sup>st</sup> of Month</b>	Request Monthly Narrative and Performance Metrics from Management Team	Advertising and Public Relations Associate
<b>10<sup>th</sup> of Month</b>	Monthly Narrative and Performance Metrics Due	Advertising and Public Relations Associate / Departmental Team Members / Management Team
<b>Departmental Committee Meeting</b>	Update of activities / Strategic Plan Review Performance Metrics	Management Team
<b>Finance and Planning Committee Meeting</b>	Review Board Agenda, including Performance Metrics Review YTD Budget / Forward budget amendments	Director of Finance and Administration / Finance and Administrative Coordinator / President and CEO
<b>Board Meeting</b>	Update of activities from Committee Chairs Review YTD Budget / Approve budget amendments Quarterly Review of Performance Metrics Dashboard	President and CEO / Executive and Finance Coordinator
<b>Local Governing Bodies</b>	Operation Information	Management Team / President and CEO

**Annual Strategic Plan including Performance Metrics, Annual Audit, and Annual Report is made available to Explore Fairbanks Members as well as distributed to local governing bodies as follows:**

- **City of Fairbanks**
  - Mayor
  - Council Members
  - Director of Finance
  - Chief of Staff
  - City Clerk
- **Fairbanks North Star Borough**
  - Mayor
  - Assembly Members
  - Chief Financial Officer
  - Chief of Staff
  - Economic Development Coordinator, Office of the Mayor
  - Borough Clerk
- **City of North Pole**
  - Mayor
  - Council Members
  - Director of Finance
  - City Clerk