



UZHHOROD, UKRAINE

**Corvallis Sister Cities Association --  
Gondar Council of Advisors  
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GONDAR, ETHIOPIA

**CSCA – GONDAR COUNCIL  
FY16-17 WORK PLAN**

(last revised 9-28-16)

CATEGORY/TASK	WHO	WHEN
<b>I. STRATEGIC PLANNING</b>		
a. Hold an annual retreat to discuss the strategic direction (long term vision and goals) of the organization. Identify next steps/schedule to implement strategic planning goals. Solicit feedback from Gondar partners ahead of time.	Ari - Lead/All Council Members; Will Seek Volunteer External Facilitation Help	January
b. Recruit new Council and officer and members.	Kenny – Lead/All Council Members	June (In time for annual meeting. However, earlier decisions needed to allow for adequate training of new members/officers.)
<b>II. PUBLIC OUTREACH</b>		
a. Maintain Gondar Council web site, with assistance from Work Groups.	Laurie	
b. Develop social media capacity.	Laurie	
c. Maintain CSCA-Gondar public events calendar. Publicize public events via other outlets (web sites/public calendars/social media).	Laurie/Lorenzo	
d. Assist with sister cities public events/activities as they occur, including Sister Cities Month in May and Work Group events throughout the year.	Kenny to coordinate, all members to contribute time to public events and activities.	
e. Coordinate production of, or update to, prioritized public informational materials, such as brochure(s), display boards, letterhead, annual report, etc.	<i>Details TBD. Kathy to investigate availability of designer.</i>	
f. Distribute a newsletter to interested parties at least three times a year. Coordinate with CSCA to assess best platform/database for dissemination (e.g. Mailchimp or some other method.)	Don Prickel (lead)/Kathy (for coordination with CSCA as needed). All members to contribute/provide feedback as needed.	

<b>III. FUNDRAISING</b>		
a. Undertake a Council-led fundraising activity to help raise funds, in partnership with the Work Groups and the Saina Sabia Kebele, for a kindergarten to be built in the Kebele. Additionally, the Work Groups will coordinate details with the Kebele to facilitate mutual cultural and educational exchanges. Total funds to be raised: \$10,000.	<i>TBD at October Council meeting.</i>	
<b>IV. SISTER-SISTER (CORVALLIS-GONDAR) PARTNERSHIP</b>		
a. Maintain regular (at a minimum, three times a year) communication with partners in Gondar.	Robel (Gondar Mayor/City Government), Lee (Bridge of Hope), Max (Link Ethiopia)	
b. Evaluate options for a sister library project.	Laurie	
c. Evaluate and recommend options for promoting our “sister-sister” (Gondar – Corvallis) partnership.	Larry, Kenny (and with feedback from Lee and Max)	
<b>V. ADMINISTRATION / FINANCES / CSCA COORDINATION</b>		
a. Update the Gondar records retention system in Dropbox and maintain on an ongoing basis. Develop protocols for ongoing use. Conduct training for Council members on the record retention system.	Lorenzo, Kathy, Lee	
b. Maintain financial records and coordinate with CSCA Treasurer/Finance Committee as needed.	Kathy	
c. Prepare and monitor FY16-17 work plans and budgets.	Kathy -- Lead, Lee, Max	June 2017
d. Assess long-term options for the CSCA-Gondar administrative budget.	Kathy	
e. Evaluate existing CSCA-Gondar policies for necessary revisions (potentially as new CSCA-level policies).	Kathy, with help from Lee and other selected members as needed	CSCA policies and procedures development already in the works and probably will address most existing Gondar-level policies

**FOR CSCA WORK PLAN**

**(Impacts CSCA Board representatives – Ari, Kathy, Robel, Karen Sundseth)**

- 1) Reach out to the City of Corvallis Mayor and other contacts periodically.
- 2) Assist with spring annual membership drive. *(A CSCA-Gondar membership committee representative to replace Kathy is desired.)*
- 3) Participate in, and help plan and publicize, the FY16-17 annual meeting.
- 4) CSCA-level policies and procedures development.
- 5) Evaluate Board/Council accounting system options.