



2022 Annual Meeting				
<b>Project Plan Updated</b>	8/31/21			
<b>Target Completion Date:</b>	02/10/22			
<b>Owner:</b>	Joy Erven			
<b>Support Personnel</b>	<ul style="list-style-type: none"><li>• Debbie Kar - Committee Relations, Board Meeting/Annual Meeting Setup</li><li>• Public Affairs Dept. - Scripts, Annual Report</li><li>• Office Administration - Swag</li><li>• Education &amp; Compliance Dept. – Logistics of meeting planning, AVR Voting, Name Badges, Registration</li><li>• Digital Communication Dept. – Videos, Website, Presentation, Invitations</li></ul>			
<b>Scope:</b>	The Association hosts its Annual Members Meeting in San Francisco and Los Angeles, and (beginning in 2022) livestreaming online. The purpose of the meeting is to elect/ratify the board and mediator, provide an update on operational and financial results, report on future projects, and honor outgoing officers.			
<b>Vendor (Y/N):</b>	Venues –Walnut Creek- Leshner Center for the Arts– meeting and reception Vendors: <ul style="list-style-type: none"><li>• SLA branded gifts and merch</li><li>• Photography (Patrick Power)</li><li>• Keynote Speaker- Princess Sarah Culberson</li></ul>			
<b>Budget:</b>	\$190,000			
<b>Budget Line Item(s) Where Funding Exists:</b>	6510 Events - \$150,000 6390 Travel - \$25,000 6278 Media - \$15,000			
<b>Benchmark:</b>	Planned as both a live and virtual event. Benchmarks for this event will include the following: <ul style="list-style-type: none"><li>• Successful coordination of the event</li><li>• Successful Board Meeting held</li><li>• Food and beverage selection suitable for all guests</li></ul>			
<b>Review Dates:</b>	October 27, 2021 November 17, 2021 December 16, 2021 January 12, 2022 January 26, 2022			
<b>Benchmark</b>	<b>Dependency</b>	<b>Status</b>	<b>Start</b>	<b>Finish</b>
Determine meeting format. Select and contract with Vendor(s)	Board Chair CEO COO	Complete	09/27/21	11/30/21
<b>Comments:</b>  <b>Date:</b> Feb 8 <sup>th</sup>  <b>Location:</b> Link to taped Annual meeting sent out day prior and day of				



Benchmark	Dependency	Status	Start	Finish
Secure Keynote Speaker	Board Chair CEO COO	Complete	09/27/21	12/30/21
<b>Comments:</b> <b>Princess Sarah Culberson</b>				
Benchmark	Dependency	Status	Start	Finish
Send Invites to Membership	DIGCOM	In progress	12/15/21	2/09/22
<b>Comments:</b> <b>Save the date was sent</b>				
Benchmark	Dependency	Status	Start	Finish
Agenda and Presentation	CEO COO Committee Advisors	In progress	12/15/21	01/30/22
<b>Comments:</b>				
Benchmark	Dependency	Status	Start	Finish
Photographer	Iona Vinson	Not started	12/1/21	2/8/22
<b>Comments: not needed- virtual meeting</b>				
Benchmark	Dependency	Status	Start	Finish
Branded Merchandise	Phaedra Jackson	complete	12/1/21	01/15/22
<b>Comments:</b>				
Benchmark	Dependency	Status	Start	Finish
Meeting Content	None	In progress	12/1/21	02/10/22
<b>Comments:</b>				
Benchmark	Dependency	Status	Start	Finish
Slate	Joy Erven	In progress	12/1/21	02/10/22
<b>Comments:</b> <b>Sent slate to CDI, Follow up 12/15, approved and sent to DIGCOM</b>				
Benchmark	Dependency	Status	Start	Finish
Harry Low	Debbie Kar	In progress	12/1/21	02/10/22
<b>Comments:</b> <b>Contract and information sent to Harry Low, Harry Low passed way, tabling hiring a mediator</b>				
Benchmark	Dependency	Status	Start	Finish
Microsite/ Voting	James Greene	In progress	02/08/22	02/10/22
<b>Comments:</b>				