

Month	Mtg. Discussion Items	Mtg. Motions	Action Items
January	Confirm details and launch publicity for sidewalk poetry competition	Seat new appointees	Liv. Treasure Press release
	Website updates: Art in City Hall, Economic Impact report from MCA, Poet Laureate	Elect officers	Launch publicity for sidewalk poetry competition (posters, PR, emails)
			Living Treasure Award Ceremony
February	City Council--adopt cultural plan		HS sculpt grant prep (necessary?)
	Determine delegates to Arts Advocacy Day in St Paul		SEMAC Grant Preparations
	Choose sub committees		Receive Sidewalk Poetry poems (Library)
March	Revisit 1% for the Arts Ord.		Review poems for eligibility
	SEMAC Grant Proposal		Judge poems
			Arts Advocacy Day, St Paul (March 12)
			Call for Art in City Hall
April	Celebrate Sidewalk Poetry winners		SEMAC HS sculp. grant due
	Poem in Your Pocket Day		Sidewalk Poetry Winners PR: Press release, publish poems, KYMN program
	CC Presentation(s) in May		Uninstall/Reinstall Art in City Hall
			Poem in Your Pocket Day
			Prep for Public Presentation (s)
May	Report to City Council	Approve changes to LT award process and procedure, if needed	Begin canvassing for sidewalk poetry locations
			SEMAC HS final report due
			HS Sculpture Capstone Event
June			Begin installation of new poems
July			Capstone event prep
August	Annual Retreat (if needed)		Capstone Event Sidewalk Poetry

September	LT award timeline and tasks		SEMAC grant preparations
	SEMAC grant proposal		Ask for nominations for Living Treasure Award
			Update city-wide sidewalk poetry map
			Call for Art in City Hall
October	Report to City Council		SEMAC Grant appl. Due 1st
	Strategic Planning/Goals		LT Award prep--space, BAM, etc.
			Uninstall/Reinstall Art in City Hall
November	Succession planning		Living Treasure Award selection
	Goals for 2020		
December		Approve Goals for 2020	Liv Treas Plaque and Certificate
			Launch publicity for Liv Treas award
Color Codes	Living Treasure Award		
	Art in City Hall		
	HS Sculpture		
	Sidewalk Poetry		