

## Annual Diversity Calendar

The City of Wenatchee Diversity Council has identified that in each quarter of the year, they would present an event, training or activity to carry out their Mission and Vision:

### Mission

Wenatchee is a community where diversity is welcomed, valued and celebrated

### Vision

The Diversity Advisory Council advocates recognition, respect, inclusion and celebration of the Greater Wenatchee area's diverse people

This will be done through an annual calendar that provides opportunities to celebrate diversity, provide diversity training and provide for ongoing conversation and recognition.

Date	Event / Activity	Description	Planning Starts
January	Annual Martin Luther King Jr Day Celebration	1) Celebration to commemorate day 2) Annual recognition of Civil Rights and Social Justice Award winners 3) Day of Service (added for 2013)	Event planning begins spring/summer prior. Award nominations promoted in September, nomination due end of October (can be coordinated with Make A Difference Day). Nominations to City Council in December for award in January.
March	Annual ADA meeting	Annual opportunity to network with other federally funded entities and take public comment about any accessibility issues	Invitations go out after February meeting, as this is the regular meeting agenda for the March Diversity Council meeting.
April – May	Annual Diversity Conference	Annual opportunity to provide diversity awareness training on topic to be determined through annual survey process or by input from Council.	Fall prior topic is determined as well as potential speakers, sponsors, and location. After MLK Jr Festivities, event is promoted.
August	National Night Out	Annual event designed to get community out to meet their neighbors and become aware of ways to be involved in the community.	Committee begins work in the spring of the year of the event. Committee is led by the Police Advisory Board.
September	Annual Report to City Council	The Diversity Council provides an annual update to City Council of their year's work and work plan for the year ahead	Report is put together at the June Diversity Council meeting and reviewed at the September meeting to finalize
October	Annual Survey	Survey to measure Diversity Council's impact and determine needed community topics for spring Diversity conference.	Survey is designed, updated in September or October distribution.

## **Annual Diversity Council Tasks:**

### January:

- Select Council Chair/ Vice Chair / Secretary
- Finalize details for MLK Jr Day / Carry out event
- Finalize promotional materials for Annual Diversity Conference
- Receive community input on diversity related activities / work efforts

### February:

- Recap MLK events – re-establish committee for following year
- Finalize details for Annual Diversity Conference
- Receive community input on diversity related activities / work efforts

### March:

- Hold Annual ADA accessibility meeting for public and federally funded entities
- Finalize details for Annual Diversity Conference
- Receive community input on diversity related activities / work efforts

### April:

- Finalize details for Annual Diversity Conference
- Hold Conference (April or May)
- Receive community input on diversity related activities / work efforts

### May:

- Finalize details for Annual Diversity Conference
- Hold Conference (April or May)
- Prepare annual report for City Council
- Receive tasks for National Night Out
- Receive community input on diversity related activities / work efforts

### June:

- Debrief from Conference – establish committee for following year

Begin preparations for the annual report to City Council

Receive report from MLK committee

Receive tasks for National Night Out

Receive community input on diversity related activities / work efforts

July/August:

Update on National Night Out (email in lieu of meeting)

September:

Finalize Annual Report for City Council and plan for presentation

Debrief from National Night Out

Prepare and publicize Wenatchee Valley Civil Rights and Social Justice Awards

Prepare annual survey for Diversity training needs

October:

Publicize Wenatchee Valley Civil Rights and Social Justice Awards

Review survey results for survey needs – provide to Conference committee to get started

Receive report from MLK committee

Receive community input on diversity related activities / work efforts

November:

Civil Rights and Social Justice Award nomination review

Receive report from MLK committee

Receive report for Conference committee

Receive community input on diversity related activities / work efforts

December:

Prepare and present nomination recommendations for City Council

Revisit Board membership (review terms ending at the end of the year)

Prepare and publicize MLK festivities