# MIDLAND PANTRY & COMMUNITY FOOD FOREST INITIATIVE

## Heather Task Workbook – Phases 1–3

**Version 1.0 · October 24 2025**  
*Pantry Planning Project*

### SUMMARY

This workbook tracks the primary responsibilities, administrative duties, and technical documentation tasks handled by **Heather-Lynne Van Wilde** throughout Phases 1–3.  
Heather serves as Off-site Systems & Compliance Coordinator, overseeing document infrastructure, compliance records, and digital workflow integrity.¹

### PHASE 1 – FOUNDATION & INFRASTRUCTURE

* Build and test shared document-management system.
* Create folder templates and archive conventions.
* Draft initial grant proposal frameworks.
* Research relevant ADA, land-use, and nonprofit-compliance statutes.
* Establish secure backup and version-control workflow for all coordinators.

### PHASE 2 – IMPLEMENTATION & COMMUNITY INTEGRATION

* Integrate digital scheduling for volunteers and work rotations.
* Produce monthly compliance and progress summaries.
* Maintain online record of certifications, permits, and forms.
* Coordinate digital communications and repository synchronization.
* Develop metrics for sustainability and accessibility reporting.

### PHASE 3 – SUSTAINABILITY & CERTIFICATION

* Finalize all documentation for audit or certification submission.
* Prepare donor reports, success summaries, and evaluation forms.
* Maintain public digital resources for transparency.
* Transition digital systems into long-term archival maintenance mode.

### CONTINUOUS TASKS

* Oversee accessibility of documents for neurodivergent and disabled collaborators.
* Ensure consistent file-naming and metadata integrity.
* Maintain version history and release tagging on GitHub.
* Coordinate with Jaide Crow for integration of on-site data into digital systems.

### FOOTNOTE

¹ **Site layout pending:** Official property layout and utility plans have not yet been obtained. Current design elements reflect estimated placements based on observed site conditions. Final diagrams and measurements will be added upon receipt of verified site plans.

### REVISION NOTES – DOCUMENT HISTORY

| Date | Version | Description | Author |
| --- | --- | --- | --- |
| 2025-10-24 | 1.0 | Initial Heather Task Workbook for Phases 1–3 | Pantry Planning Collective |

### PROJECT CONTACT INFORMATION

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