



## Civic League Annual Calendar

<p>Year Round</p>	<p>Monthly Board Meetings, First Wednesdays (7-9PM)          Agendas, Minutes and e-letters          Quarterly submissions for publication in RP News          Executive Committee Conference Calls          Committees Meet and Report in          Special Meetings to be added, as needed</p>
<p>Q1</p>	<p>June Address issues from Annual Meeting          Orientation of Directors/Officers/Committee Chairs, Conflict of Interest Forms  <i>Planning:</i> Parade Guests, Music, BCFD/PD, Microphone or Bullhorn  <b>Event: Independence Day Parade</b></p> <p>July Committee staffing completed, 60 days after Annual Meeting          Mailing: R&amp;M Fees</p> <p>August Deadline for <i>RP News</i> Fall Issue, First of Month  <i>No Monthly Board Meeting</i>          Complete Annual Audit</p>
<p>Q2</p>	<p>September Address issues from Summer, if any  <i>Planning</i> for Fall Events</p> <p>October <b>Event: Community Gathering</b> (or early November)</p> <p>November Deadline for <i>RP News</i> Winter Issue, First of Month  <b>Event: Food Drive for Thanksgiving</b></p>
<p>Q3</p>	<p>December Holidays</p> <p>January Begin Nomination Process for Directors &amp; Officers, Approve Committee          Introduce Evaluation and Retention process: Directors, members/residents, volunteers</p> <p>February Deadline for <i>RP News</i> Spring Issue, First of Month  <i>Planning:</i> Participation in Spring Celebration Event          Continue Evaluation and Nomination processes</p>
<p>Q4</p>	<p>March <i>Planning:</i> Date, Location, Parliamentarian, Speaker for Annual Meeting</p> <p>April Budget for Next Fiscal Year prepared for approval  <b>Event: Spring Celebration, hosted by Community Foundation</b>  <i>Planning:</i> submit permit application-July 4th Parade (8 weeks minimum)</p> <p>Deadline for <i>RP News</i> Summer Issue, First of Month</p> <p>May <i>Planning:</i> Annual Meeting Agenda, Presentations, Proxies, Prepare Parliamentarian          Mailing: Invite for Annual Meeting with slate (2-3 weeks minimum, per bylaws)  <b>Event: Annual Members Meeting-elections, financial report, year end review, goals</b>          Mailing: Annual Dues</p>