

2016 Board Calendar-Timetable

DATE	MEETING TYPE	ACTION ITEMS	FREQUENCY
January 1/15/2016 [Friday]	Regular	Recommend Draft of SWAN Budget for Membership Presentation. Set Budget Meeting date for February for membership review?	Each January.
January 1/18/2016 [Tuesday]	SWANcom	Board present draft budget to membership.	Each January.
February TBD?	Membership Meeting?	Schedule a membership meeting for Budget discussion if needed.	As needed.
February 2/19/16 [Friday]	Regular	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership.	Each February.
		Yearly review of SWAN Bylaws; establish committee if needed.	Each February.
March 3/3/2016 [Thursday]	Quarterly	Ballot vote to approve SWAN budget.	Each March
		Announce election process.	Each March
March 3/18/2016 [Friday]	Regular	Draft a Board Election Timetable.	Each March.
		Approve funds for FY16 Audit.	Each March.
April 4/15/2016 [Friday]	Regular	Review and approve Board Self Evaluation Form; assign date for completion.	Each April.
		Review proposed Bylaws changes (if any). Vote on recommendation to membership; send out SWANcom notification of amendment.	Each April.
May 5/10/2016 [Tuesday]	SWANcom	Announce election info.	Each May.
May 5/20/2016 [Friday]	Regular	Review Board Self-Evaluation Results.	Each May.
		Director Evaluation - Review document in preparation to complete for June. Assign deadline for completion.	Each May.
June 6/2/2016 [Thursday]	Quarterly	Board Election Results. Vote on Bylaw amendments (if any).	

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June 6/17/2016 [Friday]	Regular	Review/Write Off Allowance for Doubtful Accounts	Each June.
		Director Evaluation - Provide results and discuss (Executive Session).	Each June.
July 7/15/2016 [Friday]	Regular	Elect Officers: President, VP, Treasurer, Secretary & Complete Signature Card Changes for Bank Accounts. OMA Officers must complete training.	Each July.
August 8/19/2016 [Friday]	Regular	Strategic Plan reviewed and Progress Report delivered. New Board/OMA officers provide certificates of OMA.	Each August.
September 9/1/2016 [Thursday]	Quarterly	Share Strategic Plan Progress Report with membership.	Each September.
September 9/16/2016 [Friday]	Regular	SWAN policies review.	Each September.
October 10/21/2016 [Friday]	Regular	Review SWAN Business Plan.	Each October.
November 11/18/2016 [Friday]	Regular	Approve completed Audit.	Each November.
		Aaron to bring FY17 Budget Goals, Approach; Board Approve FY17 Fee Formula.	
		Set Board meeting dates for 2016.	Each November.
November TBD	Finance Committee/ Personnel Committee Joint	Aaron Skog and Treasurer review Budget; SWAN potential policies are reviewed. Yearly Employee Handbook review.	Each November.
December 12/1/2016 [Thursday]	Quarterly	Announce FY17 Budget Process	Each December.
December 12/16/2016 [Friday]	Regular	Review of Budget Draft.	Each December.
December TBD	Finance Committee/ Special	Aaron Skog and Treasurer work on Budget draft.	Each December.