



2020 Annual Board Calendar

July	August	September	October	November	December
<p>Review Board Documents and Policies (Bylaws, etc.)</p> <p>Sign new Conflict of Interest Policies. Prep for annual Donor event, sponsorships/solicitations.</p>	<p>Prepare of annual Donor event. ADA Celebration info.</p> <p>Recruit board members.</p>	<p>Annual Donor Event-meet with donors/sponsors/support event. Recruit board members.</p>	<p>All addresses of influential/potential donors to Development for Holiday solicitation.</p> <p>Recruit board members.</p>	<p>Prepare for Holiday solicitation/ mailing/sign major sponsor/donor correspondence.</p> <p>Recruit Board members.</p>	<p>Renew & Approve Program Performance Report.</p> <p>Prepare all documents for ED review. Sign major donor holiday letters/cards, report from Colorado Gives Day. Prep for Financial Audits.</p>
January	February	March	April	May	June
<p>Audit prep-CDLE, Executive Director</p> <p>Self-Review, Executive Director evaluation,</p> <p>Audit meeting w/Auditors (chair/treasurer).</p> <p>Recruit Board members.</p>	<p>Board Executive Session to review ED Job description/make merit increase recommendation, Initial Development goal review. Recruit Board members.</p>	<p>1 every 3 years-RFP Auditors, Annual meeting evaluation review w/ED (chair), Development goals discussion for budget recommendation.</p> <p>Recruit Board members.</p>	<p>Review Audit & 990, Budget planning, final Development goal setting. Recruit Board members.</p>	<p>Budget reviews and final draft preparation, receive information from ED on merit increases, benefits packages, etc., Review plans for Development fundraising/grant management.</p>	<p>Budget approval, Finalization of next fiscal year planning, Donor event planning/sponsorship solicitation.</p>