

2020/2021 Annual Board Calendar

July	August	September	October	November	December
<p>Board Meeting 7-28-21 11AM CIL Finance Committee 7-30-21 11AM</p> <p>Have all staff review new budgets. Prep and have BOD sign new Conflict of Interest policies. P</p>	<p>Board Meeting 8-25-21 11 AM</p> <p>Final Budget Draft to Finance Committee/review COLA and performance increases. Executive Director Evaluation ADA Celebration info.</p>	<p>Board Meeting 9-22-21 11 AM</p> <p>Final Budget Approval (Org Budget) Executive Director Performance Eval final. Annual Board Performance Eval.</p>	<p>Board Meeting 10-27-21 11 AM</p> <p>Sign NEW Conflict of Interest Policies (all board members) Request addresses of influential/potential donors from BOD for Holiday solicitation. . Prep for Colorado Gives Day.</p>	<p>Board Meeting 11-24-21 11 AM</p> <p>Prepare for Holiday solicitation/ mailing/sign major sponsor/donor correspondence. Finalize Holiday staffing schedules. Prep for Colorado Gives Day.</p>	<p>Board Meeting 12-22-21 11 AM</p> <p>Prepare documents for ALL STAFF members reviews, refresh job descriptions as needed. Sign major donor holiday letters/cards, Colorado Gives Day. Review PPR (Federal Grants) Prep for Audits</p>
January	February	March	April	May	June
<p>Board Meeting 1-20-21 11AM; Mark Holdt training 1-13-21 3 PM; CIL Nominations Committee 1-7-21 3 PM CIL Finance Committee 1-29-21 11AM</p> <p>Audit schedule/review Oversee Annual Report publication. Review 990</p>	<p>Board Meeting 2-24-21 11AM; Mark Holdt training 2-3-21 3 PM .</p> <p>Plan recommendations for annual Development/Capital campaign goals. Review any new needs for budget year.</p>	<p>Board Meeting 3-24-21 11AM; Mark Holdt training 3-3-21 3 PM.</p> <p>1 every 3 years prep RFP Auditors for BOD. Development goals discussion for budget recommendation.</p>	<p>Board Meeting 4-28-21 11AM CIL Finance Committee 4-30-21 11AM</p> <p>Review Strategic Planning documents, make updates per operations goals and measurements.</p>	<p>Board Meeting 5-26-21 11AM</p> <p>CDLE Budget Draft review. Review committee structure & board training schedule</p>	<p>Board Meeting 6-23-21 11AM</p> <p>Budget approval, Finalization of next fiscal year planning, Donor event planning/sponsorship solicitation. Oversee communications/br</p>

