

GSSWI Time-critical Actions

July	<p><b>Board Meeting:</b> (Outgoing and Incoming Boards)</p> <ul style="list-style-type: none"> <li>• Combined Boards meet to plan next year’s activities and transfer Job Guidelines etc.</li> <li>• Directors plan next year’s activities and schedules for approval next month</li> <li>• Determine the dues &amp; mileage rate for field trips for the new fiscal year</li> <li>• Treasurer prepares proposed budget for next year</li> </ul>
August	<p><b>Board Meeting:</b> (Outgoing and Incoming Boards)</p> <ul style="list-style-type: none"> <li>• Adopt budget for the next year</li> <li>• Approve activities for the next year (programs, education, field trips, committees)</li> <li>• Review the inventory of society property/assets and update the location of each item.</li> <li>• Design member surveys to be collected with renewals in September</li> <li>• New signatures established at bank (all officers) and post office (President &amp; Treasurer)</li> <li>• File “Nonprofit Corporation Annual Report” &amp; \$10 with Sec. of State by August 31<sup>st</sup></li> <li>• Staff the Brooks Hill cabin at the Island County Fair</li> <li>• August 31 ends fiscal year</li> </ul>
September	<p><b>Board Meeting:</b> (Incoming Officers take office)</p> <ul style="list-style-type: none"> <li>• Start the new fiscal year</li> <li>• Determine any complementary annual or honorary life memberships.</li> </ul> <p><b>Committees:</b></p> <ul style="list-style-type: none"> <li>• Seminar Committee plans Seminar if Board has approved it. Hosted every other year.</li> <li>• Audit Committee examines the GSSWI books per Bylaw XIII Section 6.</li> </ul> <p><b>General Meeting:</b> (Traditionally a Meet &amp; Greet meeting)</p> <ul style="list-style-type: none"> <li>• Collect members’ annual dues &amp; updates to membership information</li> <li>• Collect member surveys</li> <li>• Introduce members of the Board &amp; Committees</li> </ul>
October	<p><b>Board Meeting:</b></p> <ul style="list-style-type: none"> <li>• Audit Committee Reports to the Board</li> <li>• Updated membership roster to the Board</li> </ul> <p><b>General Meeting:</b></p> <ul style="list-style-type: none"> <li>• Audit Committee Reports to the Membership</li> </ul>
November	<b>Board Meeting:</b>
December	<b>Board Meeting:</b>
January	<p><b>Board Meeting:</b></p> <ul style="list-style-type: none"> <li>• Review current policies and procedures to ensure conformance with the Bylaws</li> <li>• File IRS electronic form 990-N by 15 January</li> </ul>
February	<b>Board Meeting:</b>
March	<b>Board Meeting:</b>
April	<p><b>Board Meeting:</b></p> <ul style="list-style-type: none"> <li>• April 30<sup>th</sup> is the deadline for an ad in the County Fair publication, usually \$75 ad.</li> </ul> <p><b>Committees:</b></p> <ul style="list-style-type: none"> <li>• Nominating committee prepares slate of officers and 3 non-Board nominating committee members</li> </ul>
May	<p><b>Board Meeting:</b></p> <ul style="list-style-type: none"> <li>• Select directors for the next year (Directors serve until replaced)</li> <li>• Select 3 non-Board members for the Audit Committee from the general membership</li> </ul> <p><b>Committees:</b></p> <ul style="list-style-type: none"> <li>• Nominating Committee announces slate of candidates to the Board and membership</li> </ul>
June	<p><b>Board Meeting:</b></p> <p><b>General Meeting: <i>Annual Business Meeting</i></b></p> <ul style="list-style-type: none"> <li>• Election of officers &amp; 3 non-Board members of Nominating Committee</li> </ul>