

Minutes of the Regular Meeting
of the
Lake Barcroft Village Board of Directors
February 8, 2018 v3 Final

A Regular Meeting of the Board of Directors of Lake Barcroft Village, Inc. ("LBV" or the "Village") was held on Thursday February 8, 2018 at the Mason District Governmental Center. Ron called the meeting to order at 4:00 P.M.

ATTENDING:

Ron Karpick, Jane Guttman, Ross Kory, Nancy Mattson, Deenie McKay, Victor Utgoff, Priscilla Weck, and Cindy Waters, LBV Executive Director. Hugh McKay

APPROVAL OF MINUTES:

Nancy moved and Jane seconded that the minutes from the January 11, 2018 board be accepted. The Board approved the minutes unanimously.

TREASURER'S REPORT: Ross Kory

Ross provided two documents for the Board's review (Attachments 1 and 2):

- The LBV Final 2017 Income Statement
- Proposed 2018 Budget and the LBV January Monthly Financial report (which includes this proposed budget. Updates to the proposed 2018 Budget are based on the Board review at the January meeting. Changes that Ross discussed with the Board:
 - 1) Eliminated the "Other Types of Membership" income estimate of \$2000 pending final approval and launch of the Amended Articles of Incorporation.
 - 2) Partially offset this reduction with \$500 increase in estimated membership revenue, which remains more than \$4k lower than 2017 actual.
 - 3) Conservatively increased (\$200) ~~the~~ "Other" income to reflect anticipated interest income from new CD/Savings accounts
 - 4) Tweaked the ED Comp estimate, pending full approval of 2018 budget...no raise was paid in January. Feb to Dec will be paid at a rate that reflects a 10% salary increase
 - 5) Increased the State Corporation Commissioner (SCC) fee in anticipation of the Articles of Incorporation amendment_change
 - 6) Added postage (including purchase of stamps for "inventory") and mailing and local printing/copying
 - 7) ~~added~~Added holiday cards
 - 8) added "Other/Misc" to Operating Expenses (\$100)

The January Financial Report includes results through Feb 6th. The good news is that it reflects a significant increase in funds available as a result of end-of-year membership payments and donations. The proposed budget for 2018, like 2017, implies a "loss" (i.e. a reduction in the LBV in "fund balance."). Even if this budget should come to pass as presented, ~~it~~ does not present a serious problem, given our current resources. Additionally, ~~it~~ it is likely that we will outperform the budget just as in 2017. Our spending plan should be generous enough to be able to maintain the quality and scope of the LBV services, not artificially constrain spending in anticipation of a "worst case" scenario. Ross said that he will provide budget details at the Monthly BOD Meeting. The Board needs to create a spend plan and review Year-to-Date actual spending against this spend plan.

The Board discussed spending in principal. The point was whether to spend freely or constrain spending to preserve cash. Vic stated that he favored spending and Jane agreed. Ross indicated that the Board had the financial capability to spend for value-added products. Ron indicated that he favored spending to make the Village better.

The Board approved a 10% raise for the Executive Director.

Nancy made a motion to accept the 2018 Budget and Jane seconded. The Board approved the 2018 Budget unanimously.

EXECUTIVE DIRECTOR'S REPORT: Cindy

Ron reported that the Executive Director Evaluation was completed by Nancy, Ron and Cindy on 1-17-18. Ron recommended and the Board agreed that this evaluation should be accomplished annually.

The Board discussed the poor status of Cindy's computer. Vic moved that the Board agree to purchase a new computer, together with requisite peripherals, and Jane seconded. The Board unanimously approved this purchase. Jane took the action.

Current Membership/Volunteer Status

Members: Total to date: 81 (3 new members joined 2/1/2018 – Nikki and Josi Hillary; Lark Lovering. Waiting on late renewals for two member couples.)
Certified Volunteers: 84

Events for January 2018

Silver Foxes luncheon – Peter Chang's – 7 members + 1 guest = 8
Spanish Conversation – 3 members + 3 guests = 6
Co-ed luncheon –Bawadi Mediterranean – 6 members + 3 guests = 9
Stretch and Balance – 2 total for month (several dates cancelled due to Geri's health issue)
German Conversation – 2 members + 3 guests = 5
Happy Hour – 15 members + 3 guests = 18

Village Coffee – 7 members
Symposium Series – 8 members + 1 guest = 9
Total event numbers = 64

Request By Assistance Category for January 2018

Referral -- 1
Computers & Technology Assistance -- 1
Home Maintenance & Repair – 2
Transportation – 7

COMMITTEE REPORTS:

Operations: Ron

- Status of Articles of Amendment and form 899: Mailed 1/17/19
Virginia State Corporate Commission Agent changed to Ron, 1/19/18.

Membership: Priscilla and Vic

- Vic and Priscilla plan to call each LBV member who has dropped out to identify the reasons for departure.
- They also will speak to volunteers who are not LBV members and ask if they will join LBV.

Communications: Jane

- **Lake Barcroft Newsletter**

Thanks to Marilyn, we got our Board candidates into the February LB Newsletter. Topics for the February 15 deadline for the newsletter which will come out in March (after the quarterly meeting) are needed.

- ***The Villager***

Vol. 4, No. 1 is completed.

- **Web Site**

Updated: Board Candidates' photos, Panera fundraiser and flyer, Quarterly Meeting reminder, February-March calendar, Officers.

- **Publication Date Spreadsheet**

Completed and sent out. (Attachment 3 to these minutes)

Fundraising: Cindy and Ron

- Ron spoke with John Albertella as suggested by Jane Guttman, ~~about~~, [about](#) fund raising. John's expertise is ~~in-direct~~ [in direct](#) mail. The Board discussed the pros and cons of direct mail to the LBA membership and felt inclined not to engage in multiple mailings and a more aggressive approach. John's suggestion is to send multiple requests by postal mail. The success of the annual letter prepared by Richard was cited as an

excellent method for soliciting contributions across the Lake Barcroft community. Cindy suggested asking John to give us a copy of his suggested approach for LBV, using a larger font than in Richard's letter, possibly adding a local story and keeping it to one page. Cindy noted that using the LBA member list and McCabe's printing seemed to be cost effective for the mailing last year, although, some individuals did not receive the mailing. She also said that at the 2017 VtV Annual meeting, fund raising sessions suggested that one to two requests per year was adequate.

- Cindy: I have engaged with the following restaurants on their involvement in the program 'Eat for a Cause/Restaurant Fund Raising': Panera, Dogfish and Red Robin.
- We are confirmed at Panera for Wednesday, February 28 between 4:00-8:00pm.

I also had a very productive meeting with the manager of Dogfish last week and we are confirmed for a fundraiser there on Tuesday, April 24 -- all day.

Volunteer Services: Richard and Pedro. Both were out-of-town.

- Richard is working with Adele Neuberg and Cindy to get the 'Keeping in Touch' data base onto the Village computer.
- Richard is interested in exploring Alexa for the LBV membership.
- Cindy asked if Volunteers could help a caregiver, e.g. take over to give the caregiver a break or provide other help as requested.
- Jane mentioned that other communities have support groups.
- Ron mentioned Keeping in Touch (next meeting in March) and Cooks on Call as LBV support groups.
- It was mentioned that real estate agents/brokers who live in Lake Barcroft could get preferred status if they promoted LBV membership.
- The Waterfront Village is sponsoring the 'Happy at Home' Expo Westminster Presbyterian Church, 401 I (Eye) St SW, Washington, DC 20024 is being held on Tuesday, February 13, 2018, 4:30 PM until 7:30 PM. \$50.00 Admission. Vic will go.

Programs: Cindy: meeting to be held next week.

Nominating: Nancy

There are four nominees: Ellen, Ross, Richard, and Hugh. Cindy will send out the Ballots next week.

Old Business:

- Annual Member Party. Deenie and Hugh accepted the Chair and will organize a committee

- Quarterly Membership Meeting speakers:
 - 1) March 12-Gerrymandering, Contact-Jane Guttman
 - 2) June 11-
 - 3) September 10-
 - 4) November 13-Jewish Coalition Against Domestic Abuse, Contact-Jane Guttman, Elissa (Lis) Malter Schwartz, ED, 301-315-8040

Suggested speakers/topics:

Vic: Geriatric medicine defined, possibly by Dr. Crantz who is on our Advisory committee

Ron: AARP [speakersspeaker's](#) bureau and topics

Jane: Falling prevention, Cindy noted that Marymount has a falling prevention network

New Business:

Annual Calendar: Ron reviewed the calendar (Attachment 4) and made changes the Board recommended. Of note, other than the annual fundraising letter, all other fundraising activities were deleted.

Next WAVE meeting: Monday, 2/26/18 at the Bethesda Chevy Chase Regional Service Center. The talk is to be on "Dealing with Difficult People"

Next LBV Meeting: March 8 at 4 PM, Mason District Government Center

Next Quarterly Membership Meeting: 3/12/18 at 7 PM, Mason District Government Center

VtV Annual Meeting: October 7-10, 2018, San Diego California, Hyatt Regency Mission Bay.

Respectfully Submitted: Deenie McKay

ATTACHMENT 1 - THE LBV FINAL 2017 INCOME STATEMENT

LAKE BARCROFT VILLAGE REPORT DEC. 2017 FINANCIAL REPORT

	December	2017 Actuals	2017 Budget	2017 Variance	2018 Budget (proposed)
REVENUE					
Donations					
Corporate/B&P		\$ 750.00	\$ 4,300	\$ (3,550.00)	
Individual	\$ 2,375.00	\$ 19,995.00	\$ 1,200	\$ 18,795.00	
Designated: ie annual report		\$ 16.73	\$ 25	\$ (8.27)	
TOTAL DONATIONS	\$ 2,375.00	\$ 20,761.73	\$ 5,525	\$ 15,236.73	\$ 12,000
Fundraising Event					
TOTAL FUNDRAISIG EVENTS		\$ -	\$ 6,000	\$ (6,000.00)	\$ 3,000
Membership Dues					
New	\$ 500.00	\$ 1,875.00	\$ 3,750	\$ (1,875.00)	\$ 2,000
Renewing	\$ 11,375.00	\$ 38,675.00	\$ 33,500	\$ 5,175.00	\$ 34,000
Other Types of Membership		\$ -	\$ 100	\$ (100.00)	
TOTAL MEMBERSHIP DUES	\$ 11,875.00	\$ 40,550.00	\$ 37,350	\$ 3,200.00	\$ 36,000
Other Income					
Misc.		\$ 70.24	\$ 100	\$ (29.76)	\$ 300
TOTAL		\$ 70.24	\$ 100	\$ (29.76)	\$ 300
TOTAL REVENUE	\$ 14,250.00	\$ 61,381.97	\$ 48,975	\$ 12,406.97	\$ 51,300
EXPENSES					
Personnel					
*Executive Director(Employee)	\$ 1,954.38	\$ 23,452.56	\$ 29,040	\$ 5,587.44	\$ 31,032
Employee Overhead/Taxes	\$ 650.75	\$ 7,626.18	\$ 2,220	\$ (5,406.18)	\$ 2,374
Service Fee	\$ 38.00	\$ 508.10	\$ 420	\$ (88.10)	\$ 520
ED Backup	\$ 390.00	\$ 390.00	\$ 350	\$ (40.00)	\$ 400
TOTAL EXECUTIVE DIR.	\$ 3,033.13	\$ 31,976.84	\$ 32,030	\$ 53.16	\$ 34,326
Operating Expenses					
Business registration--SCC		\$ 25.00	\$ 25	\$ -	\$ 75
Copying and Printing-Local		\$ -	\$ -	\$ -	\$ 200
Postage, Mailing Service		\$ 356.00	\$ 500	\$ 144.00	\$ 500
Telephone/Internet	\$ 97.47	\$ 1,169.08	\$ 1,560	\$ 390.92	\$ 1,500
Supplies	\$ 32.57	\$ 744.68	\$ 1,500	\$ 755.32	\$ 1,200
Equipment/Software				\$ -	\$ -
wix.com		\$ 207.20	\$ 250	\$ 42.80	\$ 250
Insurance (Org&Officers)		\$ 2,675.00	\$ 2,900	\$ 225.00	\$ 2,900
Service Fees				\$ -	\$ -
Bank Fees		\$ 134.57	\$ 50	\$ (84.57)	\$ 50
PayPal Fees	\$ 41.00	\$ 70.30	\$ 20	\$ (50.30)	\$ 150
*Credit card fees		\$ -	\$ 100	\$ 100.00	\$ -
Dues/Subscriptions				\$ -	\$ -
Checkbook, etc.		\$ 507.00	\$ 900	\$ 393.00	\$ 700
VTV Memberships		\$ 425.00	\$ 400	\$ (25.00)	\$ 500
WAVE		\$ 70.00	\$ 35	\$ (35.00)	\$ 70
DMV Checks		\$ -	\$ 50	\$ 50.00	\$ 50
Background Checks		\$ 306.85	\$ 150	\$ (156.85)	\$ 350
Registration fees/publications		\$ -	\$ 100	\$ 100.00	
Operating Expense-Other/Misc		\$ -	\$ 100	\$ 100.00	\$ 100
TOTAL OPERATING EXPENSE	\$ 171.04	\$ 6,690.68	\$ 8,640	\$ 1,949.32	\$ 8,595
Professional Development (V-o-V Conf.)	\$ 1,229.83	\$ 1,229.83	\$ 2,000	\$ 770.17	\$ 3,000
Miscellaneous					\$ 1,000
TOTAL PROFESSIONAL DEVELOPMENT	\$ 1,229.83	\$ 1,229.83	\$ 2,000	\$ 770.17	\$ 4,000

ATTACHMENT 1 - THE LBV FINAL 2017 INCOME STATEMENT (CONTINUED)

LAKE BARCROFT VILLAGE REPORT DEC. 2017 FINANCIAL REPORT

	December	2017 Actuals	2017 Budget	2017 Variance	2018 Budget (proposed)
Professional Services					
Misc. (Review+Honoraria)		\$ 1,289.99	\$ 500	\$ (789.99)	\$ 1,600
TOTAL PROFESSIONAL SVS.	\$ -	\$ 1,289.99	\$ 500	\$ (789.99)	\$ 1,600
Fundraising Events				\$ -	
Event 1		\$ 617.65	\$ 1,000	\$ 382.35	\$ 1,000
B&P Club		\$ -	\$ 250	\$ 250.00	
TOTAL EVENTS		\$ 617.65	\$ 1,250	\$ 632.35	\$ 1,000
Special Events				\$ -	
Anniversary Dinner		\$ 4,033.22	\$ 4,500	\$ 466.78	\$ 4,500
Volunteer BBQ		\$ -	\$ 300	\$ 300.00	\$ 500
Summer Social		\$ -	\$ 2,000	\$ 2,000.00	\$ -
TOTAL SPECIAL EVENTS	\$ -	\$ 4,033.22	\$ 6,800	\$ 2,766.78	\$ 5,000
Meetings				\$ -	
General Membership Meetings		\$ -	\$ 250	\$ 250.00	\$ 250
TOTAL GENERAL MEMEMBERSHIP MTGS		\$ -	\$ 250	\$ 250.00	\$ 250
Membership & Program Activities				\$ -	
TOTAL MEM. PROGRAMS & ACTIVITIES	\$ -	\$ 377.95	\$ 1,000	\$ 622.05	\$ 1,000
Marketing				\$ -	
Holiday Cards- LGolfer	\$ 495.00				\$ 500
Annual Report & Shipping	\$ -	\$ 250	\$ 250.00	\$ 150	
TOTAL MARKETING	\$ 495.00	\$ 495.00	\$ 250	\$ (245.00)	\$ 650
Other Expenses/Contingencies		\$ 1,005.00		\$ (1,005.00)	\$ 1,000
TOTAL OTHER/CONTINGENCIES		\$ 1,005.00	\$ 1,000	\$ (5.00)	\$ 1,000
TOTAL EXPENSES	\$ 4,929.00	\$ 47,716.16	\$ 53,720	\$ 6,004	\$ 57,421
Total Income	\$ 14,250.00	\$ 61,381.97	\$ 48,975	\$ 12,406.97	\$ 51,300
Total Expenses	\$ (4,929.00)	\$ (47,672.71)	\$ (53,720)	\$ 6,047.29	\$ (57,421)
NET INCOME	\$ 9,321.00	\$ 13,709.26	\$ (4,745)	18454.26	\$ (6,121)

SNAP SHOT - DECEMBER REVENUE

Donations \$2,375
Dues \$12,175

Balances 12/31/17

 Checking Account \$39,098
 CD Balances \$40,218
 Total \$79,316

EXPENSES

Holiday Cards \$495
"Catch-up" Payments \$1,262
Personnel \$2,995

ATTACHMENT 2 - PROPOSED 2018 BUDGET AND THE LBV JANUARY MONTHLY FINANCIAL REPORT

LAKE BARCROFT VILLAGE JAN. 2018 FINANCIAL REPORT

		Jan	Feb	2018 Actuals	2018 Budget (Proposed)	Projected Variance
REVENUE						
	Donations					
	Corporate/B&P			\$ -		
	Individual	\$ 1,100.00		\$ 1,100.00		
	Designated: 1st annual report			\$ -		
	TOTAL DONATIONS	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 12,000	
	Fundraising Event					
	TOTAL FUNDRAISING EVENTS	\$ -		\$ -	\$ 3,000	
	Membership Dues					
	New	\$ 1,250.00		\$ 1,250.00	\$ 2,000	
	Renewing	\$ 3,125.00		\$ 3,125.00	\$ 34,000	
	Other Types of Membership			\$ -		\$ -
	TOTAL MEMBERSHIP DUES	\$ 4,375.00	\$ -	\$ 4,375.00	\$ 36,000	
	Other Income					
	Misc.			\$ -	\$ 300	
	TOTAL	\$ -	\$ -	\$ -	\$ 300	
	TOTAL REVENUE	\$ 5,475.00	\$ -	\$ 5,475.00	\$ 51,300	
EXPENSES						
	Personnel					
	*Executive Director Comp.	\$ 2,420.00		\$ 2,420.00	\$ 31,032	
	Employer Payroll Taxes	\$ 185.13		\$ 185.13	\$ 2,374	
	Payroll (ADP) Service Fee	\$ 104.30	\$ 38.00	\$ 142.30	\$ 520	
	ED Backup			\$ -	\$ 400	
	TOTAL EXECUTIVE DIR.	\$ 2,709.43	\$ 38.00	\$ 2,747.43	\$ 34,326	
	Operating Expenses					
	Business registration-SCC			\$ -	\$ 75	
	Copying and Printing-Local			\$ -	\$ 200	
	Postage, Mailing Service	\$ 245.00		\$ 245.00	\$ 500	
	Telephone/Internet	\$ 97.50		\$ 97.50	\$ 1,500	
	Supplies			\$ -	\$ 1,200	
	Equipment/Software					
	wix.com			\$ -	\$ 250	
	Insurance (Org&Officers)			\$ -	\$ 2,900	
	Service Fees					
	Bank Fees			\$ -	\$ 50	
	PayPal Fees			\$ -	\$ 150	
	Credit card fees			\$ -	\$ -	
	Dues/Subscriptions					
	Checkbook, etc.			\$ -	\$ 700	
	VTV Memberships			\$ -	\$ 500	
	WAVE			\$ -	\$ 70	
	DMV Checks			\$ -	\$ 50	
	Background Checks			\$ -	\$ 350	
	Registration fees/publications			\$ -		
	Operating Expenses - Other			\$ -	\$ 100	
	TOTAL OPERATING EXPENSE	\$ 342.50	\$ -	\$ 342.50	\$ 8,595	
	Professional Development (V-o-V Conf.)	\$ -	\$ -	\$ -	\$ 3,000	
	Miscellaneous				\$ 1,000	
	TOTAL PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ -	\$ 4,000	

ATTACHMENT 2 - PROPOSED 2018 BUDGET AND THE LBV JANUARY MONTHLY FINANCIAL REPORT (CONTINUED)

LAKE BARCROFT VILLAGE JAN. 2018 FINANCIAL REPORT

	Jan	Feb	2018 Actuals	2018 Budget (Proposed)	Projected Variance
Professional Services					
Misc. (Review+Honoraria)	\$ -	\$ -		\$ 1,600	
TOTAL PROFESSIONAL SVCS.	\$ -	\$ -	\$ -	\$ 1,600	
Fundraising Events					\$ -
Event 1			\$ -	\$ 1,000	
B&P Club			\$ -		
TOTAL EVENTS	\$ -	\$ -	\$ -	\$ 1,000	
Special Events					\$ -
Anniversary Dinner			\$ -	\$ 4,500	
Volunteer BBQ			\$ -	\$ 500	
Summer Social			\$ -		
TOTAL SPECIAL EVENTS	\$ -	\$ -	\$ -	\$ 5,000	
Meetings					
General Membership Meetings	\$ -	\$ -	\$ -	\$ 250	
TOTAL GENERAL MEMBERSHIP MTGS	\$ -	\$ -	\$ -	\$ 250	
Membership & Program Activities					
TOTAL MEM. PROGRAMS & ACTIVITIES	\$ -	\$ -	\$ -	\$ 1,000	
Marketing					
Holiday Cards- LGolfer				\$ 500	
Annual Report & Shipping			\$ -	\$ 150	
TOTAL MARKETING	\$ -		\$ -	\$ 650	
Other Expenses/Contingencies					
TOTAL OTHER/CONTINGENCIES	\$ -	\$ -	\$ -	\$ 1,000	
TOTAL EXPENSES	\$ 3,051.93	\$ 38.00	\$ 3,089.93	\$ 57,421	
Total Income	\$ 5,475.00	\$ -	\$ 5,475.00	\$ 51,300	
Total Expenses	\$ (3,051.93)	\$ (38.00)	\$ (3,089.93)	\$ (57,421)	
NET INCOME	\$ 2,423.07	\$ (38.00)	\$ 2,385.07	\$ (6,121)	

SNAP SHOT - January

REVENUE		EXPENSES	
Donations	\$1,110	Stamp Inventory	\$245
Renewals	\$3,125		
New	\$1,250		

Balances 02/06/2018

Checking Account	\$62,138.66
CD Balances	<u>\$40,248.84</u>
Total	<u>\$82,386.48</u>

ATTACHMENT 3 - PUBLICATION DEADLINES

Publication Deadlines		
Deadline	Publication	Article contents
15-Jan	Lake Barcroft Newsletter February	Board nominations; announcement of March Quarterly Meeting
30-Jan	Villager for February	Board nominations; announcement of March Quarterly Meeting
15-Feb	Lake Barcroft Newsletter March	
15-Mar	Lake Barcroft Newsletter April	
15-Apr	Lake Barcroft Newsletter May	Announcement of June Quarterly Meeting
30-Apr	Villager for May	Announcement of June Quarterly Meeting
15-May	Lake Barcroft Newsletter June	
15-Jun	Lake Barcroft Newsletter July	
15-Jul	Lake Barcroft Newsletter August	Announcement of September Quarterly Meeting
30-Jul	Villager for August	Announcement of September Quarterly Meeting
15-Aug	Lake Barcroft Newsletter September	
15-Sep	Lake Barcroft Newsletter October	Announcement of November Quarterly Meeting
15-Oct	Lake Barcroft Newsletter November	Announcement of November Quarterly Meeting
30-Oct	Villager for November	
15-Nov	Lake Barcroft Newsletter December	
15-Dec	Lake Barcroft Newsletter January	

ATTACHMENT 4 - PROPOSED LBV CALENDAR

Month	Board Projects	Board Tasks	Responsible party
Jan	Budget	Begin Budget execution	President/Treasurer
Jan	Finance	Financial Review every 2 years, next 2019	President/Treasurer
Jan	Finance	Start Federal and State tax returns	Treasurer/Finance
Feb	Fundraising	Submit Fundraising plan to Board	Fundraising Committee
Feb	Elections	Mail ballots to members	Nominating /ED
Feb	Membership	Developing a member survey, next 2021	Membership Com
Feb	Membership/Programs	Begin planning Annual Member party	Special committee
Mar	Elections	Count ballots at Quarterly meeting	ED
Mar	Elections	Announce results at the Quarterly meeting	VP/Head of Nom Com
Mar	Elections	Elect officers on the Thursday after QM	BOD
Mar	Finance	Update signature authority for BBT, ADP, Credit Card as needed	Treasurer, President, Vice President
Mar	Corporate State Agent	Ensure one officer is registered	President
Mar	Membership/Programs	Produce Invitation to Annual Party	Special committee
April	Membership/Programs	Send out invitations to members, AnnParty	ED/spec committee
April	Membership	Perform survey of members, next 2021	Membership
April	Finance	Submit federal and state taxes prior to 4-15	Treasurer
April	Annual Report	Collect input from BOD and committees	Annual Report Cmte
April	Records Management	Collect financial records, minutes, etc 2017	Treasurer, Secretary
May	Records Management	Deposit organized records for scanning and preservation. Delete files no longer needed	ED, BOD
May	Membership/Program	Have Anniversary party	Special committee
Aug	Volunteers	Organize Volunteer Appreciation Party	Vol. Committee
Aug	Meeting schedule	Create annual calendar for BOD meetings and Quarterly meetings	ED
Aug	Annual Report	Appoint committee to write the report	President
Sept 1	Meeting schedule	Fax forms to reserve rooms at Mason District Govt center at 12 MN	ED
Sept	Annual Report	Complete report	Annual Report Comm
Sept	Holiday Cards	Discuss with Larry Golfer	ED/Board
Sept	Annual Report	Arrange for dissemination and post to web site	Annual Report Comm
Nov	Elections	VP to develop committee and get nominations	VP
Nov	Budget	Create Budget Committee	Treasurer/BOD
Nov	Planning	Develop goals and action plan for the next year	BOD and interested individuals
Nov	Corp State license	Pay fee	Registered State agent-
Nov	Budget	Review draft budget	Treasurer/Budget Com
Dec	Employees	Annual review of paid staff	President and VP
Dec	Budget	Approve proposed budget	BOD
Dec	Elections	Present slate of nominations to Board	VP
Dec	Board	Update individual job descriptions	BOD