

2018 BOARD CALENDAR

Month	FUND RAISING & OUTREACH (Fund Raising Committee)	NEWSLETTER (Staff)	REPORTS (Board & Staff)	BOARD BUSINESS (owner)	Board Meeting Date
Jan.				- Conflict of Interest Certifications (Governance) - Review By Laws (Governance)	January 8
Feb.	Book Sale, Feb 22 - 25	Newsletter #12	- NYS Annual Report		Feb. 12
March				- Approve NYS Annual Report (Board)	March 12
April			Start Annual Report to Community	- Long Range Plan – 2-year review (LR Plan Comm)	April 9
May			Annual Review of Bylaws complete	- Dutchess County Trustee Dinner, May 9 (Board)	May 14
June	Shredding Truck Event, June 2	- Newsletter #13		- Start BOT Self-review process (Governance) - Start director evaluation process (Operations)	June 11
July	- Music on Lawn x3		- Report to Town of Clinton #1 at July 10 Town Board Meeting		No Meeting in July
August	- Music on Lawn x3		Complete 2018 Annual Report to Community	- BOT Self Review (Board) - Director Evaluation (Board)	August 13
Sept.	- Community Tag Sale, 9/22 - HPTA golf tournament, 9/15 - Prepare Annual Appeal	- Newsletter #14	Complete Tax Cap form with OSC (Teresa and JW)		September 17
Oct.	- Prepare Election Raffle - Prepare Annual Appeal		Report to Town of Clinton #2 at Oct Town Board Meeting (JW)	- MHLS Annual Membership Meeting (Board) - Start 2019 Budget Process (Finance)	Oct. 15
Nov.	- Election Day Raffle - Mail Annual Appeal				Nov. 19
Dec.	Annual Meeting		- Report to Town of Clinton - #3, in January 2019 (Jan, Apr, July, Oct)	- Approve 2019 Budget and Authorize Bank (Board) - 2019 newspaper of record (Board) - 2019 slate of officers; committees (Board)	Dec. 10, Annual Meeting 10/24/18 SEF