**General Timeline**

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| **January** | Confirm committee members/chair  Send board meeting dates to board of directors  Maintenance improvement recommendations  Update website & kiosk with new board members |
| **February** | Lakeside raffle |
| **March** | Thistle insert (BNA Newsletter) |
| **April** | Turn on water  Volunteer Workday / Mayor’s Give a Day |
| **May** | 5/1: EMC insurance premium (comes through email)  5/15: 990 (treasurer files online and sends copy to Attorney General b/c we engage in charitable solicitation)  PO Box rental payment due  Volunteer Workday |
| **June** | 6/30: Annual review Ky. Sec. of State (file online at sos.ky.gov) $15  Volunteer Workday |
| **July** | Social at Vines  Submit NDF grant  Volunteer Workday |
| **August** | Volunteer Workday |
| **September** | Thistle insert (BNA newsletter)  Discuss board recruitment / succession planning  Volunteer Workday |
| **October** | BNA Fest (1st weekend)  Haltoberfest (4th Sunday from 3-5 pm)  Brainstorm potential board members  Volunteer Workday |
| **November** | Confirm new board members  Nominate/vote on officers  Water gets turned off |
| **December** | Onboarding folders distributed  WPA Holiday Party  Update officer names at Park Community Bank (bring form) |

**President / Monthly**Save minutes/agenda to DB (or Secretary)  
Check POB; log any checks, give to Treasurer  
Check email  
Send strategic planning agenda (topic, outcome, time allotted) to Secretary   
Run meeting – 90 minutes – using Robert’s Rules of Order

*Set strategic planning meetings as needed (2-3 per year)*