

<b>POLICY NUMBER:</b> 2.4	<b>DATE ADOPTED:</b> June 15, 2016
<b>POLICY TYPE:</b> Governance Process	<b>DATE AMENDED:</b> Nov 15, 2017
<b>POLICY TITLE:</b> Board Planning Calendar	

## Board Planning Calendar

There are certain tasks which the Board must pay attention to on a regular basis. This perpetual calendar is intended to bring to the Board's attention matters that should be dealt with at certain times of each year. It is to be used as a guide for agenda planning. The board may vary these timelines as circumstances warrant.

### July

- Plan for Fall Fair parade
- Season Brochure printed for distribution at *Theatre on the Edge*
- Appoint nominating committee
- Summer barbecue or pot luck before the annual meeting
- Appoint committee to plan open house
- Theatre on the Edge festival

### August

- Approve brochure and poster design for coming season
- Annual meeting planning
- Annual report of all committees, including financial by end of August, post on web
- Season brochure completed
- Organize for display/table at fall sign-up week at Piccadilly mall -
- Board meeting - TOTE report
- Notice to members of AGM
- Email notice to all members calling for nominations

### September

- Advertise annual meeting
- Fall Fair parade
- Table at fall sign-up week, Piccadilly mall
- Open house – Saturday before Board meeting
- Board meeting - Adopt budget for coming year -
- Begin to sell programme ads
- Closing of Nominations for Board 2 weeks before annual meeting
- Season subscriptions available
- Annual meeting Tues after Board meeting – accept financial statements

- Membership renewal forms due end of September

**October**

- Elect President, Vice President, Secretary and Treasurer
- Appoint signing officers
- Appoint members of the Artistic Committee and all other committees and positions
- File annual report to comply with the BC Societies Act within 30 days of the annual meeting
- Create *Theatre on the Edge* planning committee for the following summer

**November**

- Receive evaluation report by Director and Producer of first mainstage production
- CRA charity return completed and filed
- Contact Literacy program to organize ST participation in January *Unplug and Play* event
- Decide on funding request from the City (through the Shuswap Community Foundation)

**December**

- Submit funding request for funding from the City by Dec 31.

**January**

- Evaluation report by Director and Producer of Christmas production
- Pay Chamber of Commerce and Arts Council membership
- *Theatre 101* workshop
- Participate in *Unplug and Play*

**February**

- Pay insurance
- Plan for Garage Sale and Spring Cleaning
- Request agenda time on April City Council meeting.

**March**

- Evaluation report by Director and Producer of second mainstage production
- Pay Theatre BC membership dues
- Send our summer program info to *101 Things to Do in the Shuswap* (Observer) and to Shuswap Tourism

**April**

- Garage Sale
- Spring Cleaning work party for theatre building

- Presentation to City Council by the President and the Director of the Ozone festival entry

**May**

- Act on Artistic Committee recommendations for next season
- Letter of intent to apply for Shuswap Community Foundation grant due May 15
- Plan June Board retreat
- Plan for participation in Canada Day Children's Festival
- Decide on yearly transfer of funds from current to capital reserve.

**June**

- Evaluation report by Director and Producer of third mainstage production
- Appoint team to produce the Season Brochure prior to *Theatre on the Edge*.
- Plan for nominations of new board members
- Appoint returning officer for AGM elections
- Submit funding application from Shuswap Community Foundation by June 15
- Board Retreat