

**YEARLY BOARD CALENDAR  
GLENHAVEN LAKES CLUB  
2017 - 2018**

**FIRST QUARTER(January – March)**

- Approve CPA engagement letter
- Review draft budget for Annual meeting
- Prepare for annual meeting
- Finalize budget for annual meeting
- Finalize General Manager's evaluation(January)
- Finalize annual meeting agenda
- Elect new Board officers
- Adoption of Board Calendar

**SECOND QUARTER(April – June)**

- Hold Board Retreat
- Review Employee Policy Handbook
- Appoint A-Z members (May)
- Present goals for current year
- Quarterly Board Work Session
- Community meeting(Tentative)
- Finalize goals for current year
- If needed, initiate new policies to support new goals.
- Review/renew insurance coverage
- Discuss and prioritize capital projects, short and long term(Possible work session topic)
- Review bank accounts/make appropriate transfer of surplus funds to reserve Accounts(April meeting)
- Conduct Community Survey
- Invite Fire Chief (prior to July 4th)

**THIRD QUARTER(July – September)**

- Quarterly Board Work Session
- Community meeting(Tentative)
- Review of capital projects to date
- Review/update strategic plan(October/November)
- Policy Review
- Salary Review

**FOURTH QUARTER(October – December)**

- Quarterly Board Work Session
- Review of committees
- Review and decision on staff bonuses(December)
- Begin General Manager evaluation process(December)
- Review reserve study
- Complete Board self-evaluation