

**CONEJO VALLY QUILTERS MASTER CALENDAR: OCTOBER 2016 - DECEMBER 2017**

<b>OCTOBER - 2016</b>	<b>NOVEMBER - 2016</b>	<b>DECEMBER - 2016</b>
<p>-Last Workshop and lecture for the year.</p> <p>-Confirm Chairperson for next year's Quilt Show (or other optional Fundraising Event in non-quilt show years)</p> <p>-Updated Member Directory distributed.</p>	<p>- CVQ tax returns due November 15th.</p> <p>NO GENERAL/BOARD MEETING THIS MONTH</p>	<p>General Meeting</p> <p>-Holiday Social (1<sup>st</sup> Monday of the month)</p> <p>-Board Holiday Dinner (2<sup>nd</sup> Monday at restaurant)</p>
<b>JANUARY – 2017</b>	<b>FEBRUARY – 2017</b>	<b>MARCH – 2017</b>
<p>-Send out IRS form 1099 to previous calendar year speakers and other recipients as appropriate (see tax form instructions).</p> <p>-Solicit nominations for Board Positions at General meeting &amp; newsletter</p>	<p>-Update Job Descriptions on website if needed.</p> <p>-Solicit nominations for Board Positions at General meeting &amp; newsletter</p> <p><b>Board Meeting</b></p> <p>-New Board Positions approved this month at Board Meeting</p>	<p><b>General Meeting</b></p> <p>-This meeting is considered the Annual Meeting.</p> <p>-Final nominations for Board positions taken from floor</p> <p>-General Meeting votes on the new board.</p> <p>-Programs committee should have next fiscal year's lectures and workshops planned.</p> <p>-Updated member directory distributed.</p> <p><b>Board Meeting</b></p> <p>-Outgoing Board &amp; Committee chairpersons update procedure manuals to be passed on.</p>

**CONEJO VALLY QUILTERS MASTER CALENDAR: OCTOBER 2016 - DECEMBER 2017**

<b>APRIL - 2017</b>	<b>MAY - 2017</b>	<b>JUNE - 2017</b>
<p><b>General Meeting</b> -Installation of new Board and Committee members.</p> <p><b>Board Meeting</b> -Joint meeting with old/new members. -New Board members receive Procedure manuals and <b><i>preliminary budgets</i></b> for next fiscal year. -Outgoing Board members submit final expense reports. -Update signature card at bank. -Programs chairpersons update Publicity chair on speakers and workshops for next year. -Bookmarks printed</p>	<p>-Budget requests due to Treasurer MAY 1. -Budget committee meets prior to board meeting. - Solicit nominations for Philanthropy organizations at General meeting &amp; in newsletter</p> <p><b>Board Meeting</b> -Discuss and vote on budget to print in June Newsletter. -Revise Master Calendar if necessary</p>	<p><b>General Meeting</b> -Budget presented to members for next fiscal year. -Vote on budget as presented in newsletter for the next year. -Membership renewals due.</p> <p>- Solicit nominations for Philanthropy organizations at General meeting &amp; in newsletter -All expenses reimbursement requests DUE for current year at GENERAL MEETING. -June 30<sup>th</sup> end of fiscal year.</p> <p><b>Board Meeting</b> -Revise Master Calendar as necessary for website</p>
<b>JULY - 2017</b>	<b>AUGUST - 2017</b>	<b>SEPTEMBER - 2017</b>
<p><b>General Meeting</b> -Vote on new Philanthropy organizations for the year.  -Beginning of fiscal year.  -Budget effective July 1<sup>st</sup>.</p>	<p>-Memberships dues are now delinquent.</p>	<p><b>Board Meeting</b> -Approval of all speaker contracts done in September of each year.  -SCCQG Dues &amp; Insurance due.  -FUNDRAISER EVENT (Quilt Show in odd years, optional event in years without a quilt show)</p>
<b>OCTOBER - 2017</b>	<b>NOVEMBER - 2017</b>	<b>DECEMBER - 2017</b>
<p>-Last Workshop and lecture for the year.  -Confirm Chairperson for next year's Quilt Show (or other optional Fundraising Event in non-quilt show years)  -Updated member directory distributed.</p>	<p>- CVQ tax returns due November 15th.  NO GENERAL/BOARD MEETING THIS MONTH</p>	<p>General Meeting -Holiday Social (1<sup>st</sup> Monday of the month)  -Board Holiday Dinner (2<sup>nd</sup> Monday at restaurant)</p>