

**Yellow Springs Senior Citizens  
Board of Trustees  
Calendar for 2023-2024**

<u>Month</u>	<u>Action</u>	<u>Presenter</u>
<b>June</b>	<b>ANNUAL MEETING</b>	
<b>July</b>	<b>BOARD MEETING</b>	
	New Trustee Orientation	Board Development Committee
	Management Report	Executive Director
	Trustee Committee Assignments	President
	Board meeting schedule	President
	Conflict of interest statements	Executive Director
		Financial report for 2nd quarter
		Finance Committee
	<i>Fundraising Committee: plans for remainder of 2023, Garden Dinner Party results</i>	
	<i>Committees determine their schedules for 2023-2024</i>	
<b>August</b>	<b>BOARD MEETING</b>	
	Audit report for 2022	Treasurer and Executive Director
	Audit management letter	Treasurer and Executive Director
	Tactical plan for 2024	Executive Director
	Board goals for 2023 - 2024	Board Development Committee
	Board calendar for 2023-2024	Board Development Committee
<b>September</b>	<b>BOARD MEETING</b>	
	<i>Finance Committee: draft of budget for FY 2024</i>	
	<i>Fundraising Committee: Annual Appeal draft</i>	

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<b>October</b>	<b>BOARD MEETING</b>	
	Management Report	Executive Director
	Budget for FY 2024 -- initial review	Finance Committee
	Financial report for 3rd quarter	Finance Committee
	<i>Finance Committee: review of fiscal policies and internal controls</i>	
	<i>Fundraising Committee: Annual Appeal letter</i>	
<b>November</b>	<b>BOARD MEETING</b>	
	Budget, FY 2024	Finance Committee
<b>December</b>	<b>NO BOARD MEETING</b>	
	<i>Board/Staff social event</i>	
<b>January</b>	<b>BOARD MEETING</b>	
	Management report for 2023	Executive Director
	Financial report for 2023	Finance Committee
<b>February</b>	<b>BOARD MEETING</b>	
<b>March</b>	<b>BOARD MEETING</b>	
	Board self-assessment for 2023-2024 -- process	Board Development Committee
	Annual Meeting for 2024:	
	Meeting date and agenda	President and Executive Director
Slate of Trustee nominees	Board Development Committee	

**Yellow Springs Senior Citizens  
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Slate of Board Officers  
Publication of meeting date

Board Development Committee  
President and Executive Director

Month

Action

Presenter

**April**

**BOARD MEETING**

Management Report

Executive Director

Financial report for 2<sup>nd</sup> quarter

Finance Committee

*Board Development Committee: Board self-assessment follow-through*

*Finance Committee: review of investments*

Executive Director's evaluation for 2024 -- process

Personnel Committee

**May**

**BOARD MEETING**

Board self-assessment for 2023-2024

Board Development Committee

Board goals for 2024-2025

Board Development Committee

Board calendar for 2024-2025

Board Development Committee

Executive Director evaluation for 2024

Personnel Committee

**June**

**ANNUAL MEMBERSHIP MEETING**

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