

BOARD MONITORING SCHEDULE for FY25

Month	Date	Deadline	What	Who
July	For July 19 meeting	July 16	Lead Minister Report	Rev. Susan
		July 16	Treasurer's Report	Bill
		July 16	Review and identify Policies and Bylaws to revise	Board
		July 16	Mission Statement and Ends Review	Board
	July 31	July 31	Perspectives article	Linda
Board retreat	August 17		Mission Statement and Ends Review	Board
			Covenant Review	Board
			Finalize Annual Planning document	Board
August	August 1	August 1	Complete Board Monitoring Schedule	Jane
	For August 28 meeting	August 25	Lead Minister Report	Rev. Susan
		August 25	Treasurer's Report	Bill
		August 25	Report on Insurance, Limits and Coverages	Amanda Waye
		August 25	SPF Update on performance including Operating Fund	Andrew Appel
		August 25	Post Annual Planning Document to website	Jane
	August 28	August 28	Perspectives article (refer to annual planning document)	Jane

Month	Date	Deadline	What	Who
September	For September 18 meeting	September 15	Lead Minister Report	Rev. Susan
		September 15	Religious Education Update	Rev. Susan
		September 15	Treasurer's Report	Bill
		September 15	Report of External Audit	Bill
	September 25	September 25	Perspectives article	TBD
October	For October 16 meeting	October 13	Lead Minister Report	Rev. Susan
		October 13	Treasurer's Report	Bill
		October 13	Quarterly Statement of Cash Flow	Bill
		October 13	Connections Coordinator Report	Anabel Watson
		October 13	Policy/Bylaws revisions completed	Governance Working Group
	October 30	October 30	Perspectives article	TBD
November	November 6	30 days prior	Notification to Congregation of Mid-Year Meeting	Regina
	For November 20 meeting	November 17	Lead Minister Report	Rev. Susan
		November 17	Treasurer's Report	Bill
		November 17	Proposed Agenda for Mid-Year Congregational Meeting	Jane

Month	Date	Deadline	What	Who
		November 17	Social Justice Report	Social Justice Coordinating Team
		November 17	Report on Annual Internal Audit	Bill
	November 20	November 20	Perspectives article	TBD
December	December 8	December 8	Congregational Meeting and Report	Board
	For December 18 meeting	December 15	Lead Minister's Report	Rev. Susan
		December 15	Personnel Policies and Safety Update	Rev. Susan
		December 15	Treasurer's Report	Bill
	December 18	December 18	Perspectives article	TBD
January	For January 15 2025 meeting	January 12	Lead Minister's Report	Rev. Susan
		January 12	Treasurer's Report	Bill
		January 12	Quarterly Statement of Cash Flow	Bill
		January 12	Pledge Drive Committee Report	Corrin Clarkson
	January 15	January 15	Mid-year Assessment of Effectiveness of Ends Statements and Mission Statement	Board
	January 29 2025	January 29	Perspectives article	TBD

Month	Date	Deadline	What	Who
February	For February 19 2025 meeting	February 16	Lead Minister's Report	Rev. Susan
		February 16	Treasurer's Report	Bill
		February 16	Music Director Report	Susan Swaney
		February 16	Salary/benefit requests for next year	Rev. Susan
		February 16	Budget requests for next year	Rev. Susan
		February 16	Religious Education Update	Rev. Susan
		February 16	SPF Update on performance including Operating Fund	Andrew Appel
	February 26 2025	February 25	Perspectives article	TBD
March	For March 19 2025 meeting	March 16	Lead Minister's Report	Rev. Susan
		March 16	Treasurer's Report	Bill
		March 16	Right Relations Committee Report	Right Relations Committee
		March 16	Review and Revise Position Descriptions	Board
	March 26 2025	March 26	Perspectives article	TBD
April	For April 16 2025 meeting	April 13	Lead Minister's Report	Rev. Susan
		April 13	Treasurer's Report	Bill

Month	Date	Deadline	What	Who
		April 13	Statement of Cash Flow/Operational Reserves	Bill
		April 13	Leadership Cultivation Committee Report	Glenda Breeden
		April 13	Finance Committee Proposed Budget	Finance Committee/Bill
	April 30 2025	April 30	Perspectives article	TBD
May	May 7 2025	30 days before	Notification to Congregation of Annual Congregational Meeting	Regina
	May 1 2025	1st	Request Data for Year-end Assessments	Jane
	For May 21 2025 meeting	May 18	Lead Minister's Report	Rev. Susan
		May 18	Treasurer's Report	Bill
		May 18	Final Proposed Budget for Approval	Bill
		May 18	Proposed Agenda for Annual Congregational Meeting	Jane
	May 23 2025	May 23	Complete Year-end Assessments with Lead Minister (discuss at May meeting)	Board/Rev. Susan
	May 28 2025	May 28	Perspectives article (distribute year-end assessments and congregational meeting agenda)	TBD
June	June 8 2025	June 8	Annual Congregational Meeting	Board
	For June 18 2025 meeting	June 15	Lead Minister's Report	Rev. Susan

Month	Date	Deadline	What	Who
		June 15	Treasurer's Report	Bill
			Draft Annual Planning Document for coming year	Board/Rev. Susan
	June 30 2025	30th	Orient new Board Members to governing documents	Secretary
	June 30 2025	30th	Orient new Officers	Previous Officers
	June 25 2025	last Wed	Perspectives article	TBD