

## BOARD CALENDAR AND MONITORING SCHEDULE for FY26 – Approved Aug 20, 2025

Month	Meeting/Deadline	Date	What	Who
<b>July, 2025</b>	Deadline	July 23	Perspectives article	TBD
<b>August, 2025</b>	Deadline	August 1	Distribute Board monitoring schedule	Jane
	Board retreat	August 3	Draft annual planning document and finalize monitoring schedule (as needed) Covenant review	Board
	Board meeting	August 20	Please submit meeting materials by August 17	
			Lead Minister Report	Rev. Susan
			Treasurer's Report	Bill
			Report on Insurance, Limits and Coverages	Amanda Waye
			Finalize Annual Planning Document	Board
			Report on Beacon contribution	Joan Caulton
	Deadline	August 20	Perspectives article - Community of Welcome	Pam
	Deadline	August 22	Post Annual Planning Document and Monitoring Schedule to website	Jane
<b>September, 2025</b>	Board meeting	September 17	Please submit meeting materials by September 14	
			Lead Minister Report	Rev. Susan

Month	Meeting/Deadline	Date	What	Who
			Life Span Religious Education Update	Stephanie Kimball
			Treasurer's Report	Bill
			Report of Mission-vision working group	TBD
	Deadline	September 17	Perspectives article - Community of Memory and History	Mary
<b>October, 2025</b>	Board meeting	October 15	Please submit meeting materials by October 12	
			Lead Minister Report	Rev. Susan
			Treasurer's Report	Bill
			Quarterly Statement of Cash Flow	Bill
			Connections Coordinator Report	Anabel Watson
			Recommendation from name change working group	Kathy Gilbert
			Bylaws revisions update	Mary, Regina
	Deadline	October 22	Perspectives article - Community of Gratitude and Service	TBD
<b>November, 2025</b>	Deadline	November 14	Notification to Congregation of Mid-Year Meeting	Regina
	Board meeting	November 19	Please submit meeting materials by November 16	
			Lead Minister Report	Rev. Susan
			Treasurer's Report	Bill

Month	Meeting/Deadline	Date	What	Who
			Report on Internal Audit	Bill
			Proposed Agenda for Mid-Year Congregational Meeting	Jane
			Social Justice Report	Social Justice Coordinating Team
			Report on Beacon campaign	Joan Caulton
	Deadline	November 19	Perspectives article - Community of Sanctuary	Jane
	Deadline	November 24	Summary of budget changes for Congregation (if necessary)	Bill
<b>December, 2025</b>	Meeting	December 14	Congregational Mid-Year Meeting	Board
	Board meeting	December 17	Please submit meeting materials by December 14	
			Lead Minister's Report	Rev. Susan
			Personnel Policies and Safety Update	Rev. Susan
			Treasurer's Report	Bill
			SPF Update on performance including operating fund	Andrew Appel
		December 17	Perspectives article - Community of Courage	TBD
<b>January, 2026</b>	Board meeting	January 21	Please submit meeting materials by January 18	
			Lead Minister's Report	Rev. Susan
			Treasurer's Report	Bill

Month	Meeting/Deadline	Date	What	Who
			Quarterly Statement of Cash Flow	Bill
			Pledge Drive Committee Report	Corrin Clarkson
			Midyear assessment of progress toward annual goals	Board
			Report from mission-vision working group	TBD
	Deadline	January 21	Perspectives article - Community of Truth	TBD
	Deadline	January 31	Solicit GA delegates	Jane
<b>February, 2026</b>	Board meeting	February 18	Please submit meeting materials by February 15	
			Lead Minister's Report	Rev Susan
			Review the Lead Minister's salary, housing, and benefits	Board
			Treasurer's Report	Bill
			Music Director Report	Susan Swaney
			Draft FY26 budget for review	Bill
			Report on Beacon campaign	Joan Caulton
			Choose GA delegates	Board
	Deadline	February 18	Perspectives article - Community of Hope	TBD
<b>March, 2026</b>	Board meeting	March 18	Please submit meeting materials by March 15	
			Lead Minister's Report	Rev. Susan

Month	Meeting/Deadline	Date	What	Who
			Treasurer's Report	Bill
			Life Span Religious Education Update	Stephanie Kimball
			Right Relations Committee Report	Right Relations Committee
			Finalize annual assessment instruments	Board
		March 18	Perspectives article - Community of Interdependence	Jane
<b>April, 2026</b>	Deadline	April 8	Complete Board self-assessment	Board
	Board meeting	April 15	Please submit meeting materials by April 12	
			Lead Minister's Report	Rev. Susan
			Treasurer's Report	Bill
			Quarterly Statement of Cash Flow	Bill
			Leadership Cultivation Committee Report	Glenda Breeden
			Proposed Agenda for Annual Meeting	Jane
			Finalize proposed bylaws changes	Mary, Regina
			Complete annual assessment of Lead Minister (discuss in Exec Session)	Board
	Deadline	April 22	Perspectives article - Community of Joy and Resilience	TBD

Month	Meeting/Deadline	Date	What	Who
<b>May, 2026</b>	Deadline	May 1	Solicit annual reports for annual meeting	Jane
	Deadline	May 8	Notification to Congregation of Annual Congregational Meeting	Regina
	Deadline	May 10	Send year-end assessment of Lead Minister to Rev. Susan	Jane
	Board meeting	May 20	Please submit meeting materials by May 17	
			Lead Minister's Report	Rev. Susan
			Treasurer's Report	Bill
			Final Proposed Budget for Approval	Bill
			Proposed Agenda for Annual Congregational Meeting	Jane
			Report on Beacon campaign	Joan Caulton
			Discuss year-end assessment of Lead Minister in Executive Session	Board/Rev. Susan
	Deadline	May 17	Annual reports	Task force and committee chairs, staff, etc.
	Deadline	May 20	Perspectives article - Beloved Community	TBD
	Deadline	May 21	Summary of proposed budget for Congregation	Bill
<b>June, 2026</b>	Meeting	June 7	Annual Congregational Meeting	Board
	Board meeting	June 10	Please submit meeting materials by June 7	

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			Lead Minister's Report	Rev. Susan
			Treasurer's Report	Bill
			Review Board policies, annual monitoring schedule for coming year	Board/Rev. Susan
			Approve housing allowance for Rev. Susan	Rev. Susan
	Deadline	June 17	Perspectives article - intentionally left open	TBD
	Deadline	June 30	Orient new Board Members to governing documents	Secretary
	Deadline	June 30	Orient new Officers	Previous Officers