

MNA Board Calendar 2019 and 2020

Nov 25, 2019 All day; **February 26, 2020** 9:00-10:00 am; **May 6-7, 2020** Retreat day and a half. Location TBD; **September 9, 2020** Video Conf in a.m. (3 hr); **September 24-25** MNA Conference; **November 11** daylong in Helena

Governance Committee will hold regular meetings every other month on the 3rd Wednesday (January 15, March 18, May 20, July 15, September 16, November 18) at 3:00 p.m. One additional meeting in August (August 19, 3:00)

Finance Committee Meetings – Regular meetings are 4th Thursday following the end of the quarter, 9:00 a.m. (April 23, July 23, October 22, January 22)

Executive Committee 4th Friday 9:00-10:00 Jan, Mar, Apr, Jun, Aug, Oct; 3rd Friday 9:00-10:00 Nov

Jan		Feb		Mar	
Executive 1/24 9:00	--Finalize February board mtg agenda --Begin plans for retreat	Executive <i>NO MEETING</i>		Executive 3/20 9:00	--Continue plans for retreat --Review COI Statements
Governance 1/15 3:00	--Review and modify as needed governance annual calendar --Schedule review of governance documents by month with By-laws and 990 in even years, and policies/job description in odd years --Review recruitment matrix and list of potential candidates --Begin recruitment process --Bring Conflict of Interest and Board Commitment statements to board meeting	Governance <i>NO MEETING</i>		Governance 3/18 3:00	--Recruitment (cont.) --Review applications and conduct reference checks (if applicable). --Continue Policy Review Process --Assess board development needs prior to May retreat
Finance 1/23 9:00 (moved to 2/6)	MEETING --Review year end unaudited financial statements --Review internal control and investment policies and recommend changes, if any.	Finance <i>NO MEETING</i>		Finance <i>NO MEETING</i>	
Apr		May		Jun	
Executive 4/24 9:00	--Finalize plans for retreat --Finalize May board mtg agenda	Executive <i>NO MEETING</i>		Executive 5/26 9:00	
Governance		Governance 5/20 3:00	MEETING --Recruitment (cont.) --Review applications and conduct reference checks (if applicable). --determine annual board evaluation needs/process --ID Board members eligible for 2 nd term and make inquiries --Complete Policy Review Process	Governance <i>NO MEETING</i>	
Finance 4/23 9:00	COMMITTEE MEETING --Review 1 st quarter financials --Review audit / financial review / 990 report with auditor	Finance <i>NO MEETING</i>		Finance <i>NO MEETING</i>	

Jul		Aug		Sep	
Executive NO MEETING		Executive 8/28 9:00	--Finalize Agenda for Aug/Sept Board Meeting --Prepare for Annual Meeting of Corporation --Plan for Executive Evaluation - Prep for board participation in Conference	Executive NO MEETING (MNA CONFERENCE is 9/24 and 9/25)	
Governance 7/15 3:00	MEETING --Begin discussions with Vice Chair regarding new Board Officers --Prepare materials for incoming candidates --Implement Board Evaluation as needed	Governance 8/19 3:00	--Meet to review final applications and recommend Slate of Candidates --MNA Board of Directors approval of Slate of Candidates --Send out proxy request to Membership --Notify members regarding Slate of Candidates for Board service and Annual Meeting (at least 21 days prior to Annual Meeting) --Review draft Slate of Officers and make recommendations --Finalize committee structure, chairs, and committee composition --Prep Board Orientation and Governance responsibilities at Conference	Governance 9/16 3:00 (MNA CONFERENCE is 9/24 and 9/25)	MEETING --Finalize Committee structure, chairs, and committee composition. --Finalize Board Orientation --Revise Board of Directors contact list and distribute --Finalize Calendar for upcoming year --Summarize Board Evaluation in advance of November meeting
Finance 7/23 9:00	MEETING --Review 2 nd quarter financials --Review first draft of budget for upcoming year --If necessary, issue RFP for audit / financial review / 990 preparation --Present draft budget to Board of Directors for preliminary approval to be sent to membership in advance of Annual Membership Meeting. --Ensure 990 is filed if there was an extension	Finance NO MEETING		Finance NO MEETING (MNA CONFERENCE is 9/24 and 9/25)	

Oct		Nov		Dec	
Executive 10/23 9:00	--Complete ED annual evaluation process --Prepare November Board mtg agenda	Executive 11/20 9:00 (3rd Thursday)	--Finalize evaluation --Meet with ED for evaluation feedback --Annual Board Giving Letter Sent	Executive <i>NO MEETING</i>	
Governance <i>NO MEETING</i>		Governance 11/18 3:00	Meet only if needed	Governance <i>NO MEETING</i>	
Finance 10/22 9:00	MEETING --Review 3 rd quarter financials statements --Final Budget recommendations for board presentation --Review year end projection --Board approval of budget for upcoming year	Finance NO MEETING		Finance <i>NO MEETING</i>	

2021 Schedule: 2/10 9:00-10:30 a.m. Videoconf; 5/11 and 5/12 Retreat; 9/8 Videoconference in a.m; 11/10 All day in Helena; Annual meeting will be in Missoula at Conference. Dates TBA.