

SILL Operating Calendar

Board meetings -- October through May, 2nd Tuesday mornings,
excepting Jan., Feb. & March, Fridays, 2 p.m.
June and September, only as needed

August

- Speaker calendar finalized
- SILL brochure assembled
- President's summer update to Board
- Brochure advertisers finalized

September

- Insurance policy renewal
- Final brochure review and content finalized
- Final FY end report for presentation in October

October

- Certificate of Liability Insurance sent by Treasurer to all venues
- Brochure published, printed and mailed
- Website updated with new season information

November

- Preliminary Host/Moderator Calendar
- RS 990 due
- Brochure distribution

December

- Completed Host/Moderator Calendar
- Annual Holiday Party Board meeting
- Publish GI bio handout sheets
- Create GI pre-lecture slides

February

- Finance Committee recommendations for ticket pricing, unless the March Board meeting is early enough to publish changes for pre-registration
- Program committees begin recruitment for next season

March

- Initiate contact with venues for next year's contracts

April

- Assess season, discuss necessary changes
- Final attendance reports
- Present slate of officers and directors for next FY
- Present Proposed Budget for the coming FY
- End of season Reception

May

- Vote on new budget
- Elect officers and Board
- Finalize venue contracts for next season and remit initial payments as needed
- Initiate marketing contacts with advertisers for next season's brochure
- End of Sarasota pre-registration

June

- Brochure cover design approved