**Executive Board Agenda for Planning Summer 2020 Items**

**Date:**

**Time:**

**Facilitator:** Executive Board—

Board members:

|  |  |  |  |
| --- | --- | --- | --- |
| **When** | **Item** | **Who** | **√**  **Done** |
| JUNE 30 | **H-114** Chapter Highlights |  |  |
| JUNE 30 | **C1**-Form |  |  |
| Summer | **BANK** visit- change signatures….order checks   * Bring…Letter from chapter showing sig changes * Bring…Copy of chapter minutes showing vote of new officers. * Check for new bank needs | P/PE/T/PP  contact bank |  |
| Summer | **PRINT** for AUG meet…Rosters/Calendar [old and blank new]/ P&P/ Budget [old & blank]/ Chapter Needs Assessment [CNA] / Member Needs / ByLaws.Statement / New Member Referrals |  |  |
| Summer | **EX-Board**:   * Chapter Roster to KS Pres….H-107 * AUDIT-BUDGET—C1 done/ Bud..appro keep * Preplan Calendar * Policies & Procedures Review—Send to Board * Look at H-114 form—sent via email by secretary * Chapter Needs Assessment [due 8/31] * C1 Form- Due 6/30--- * Ch ByLaws Policy Statement sent to state bylaws chair P+ T… |  |  |
| JULY 30 | **IRS ePostcard  990** | Treasurer |  |
| AUG | **Packet** for members:   * Roster/ Calendar [Program]/ P& P / Budget / CNA/Member Needs / New Prospects   **Officer/Cmtee** Packet: Info on duties/ due dates  [next page]  **Notebook** Contents [if used]:   * Covers / P& P/ Roster/ Program/ Budget / * Calendar of due dates / Officer-Cmtee names and short description of roles |  |  |
| TBD-Early Aug or Sept | **Ceremonies—**   * Installation * Initiation * Re-Instatement |  |  |