**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/PPcontact 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
 |  |  |