

# Keweenaw Co-op Board of Directors Board Calendar & Monitoring Schedule

*as of June 14, 2023*

## JANUARY

o Essential GM Monthly Updates	Monthly	Curt
o EL 7 Communication to the Board	Annually	Curt
o EL 8 Board Logistical Support	Annually	Curt
o Board Standing Committee Updates	Monthly	Board
o New Owner Welcome Letters	Monthly	Board
o Nominations Committee Update	Seasonally	Committee
o Begin Annual Meeting Planning	Annually	Committee
o Begin Patronage Refund Process	Annually	Finance Committee
o Start Post-relocation Update to EL1	2024 only	Finance Committee
o Present/Discuss Draft Resolution Authorizing Annual Membership Vote & Meeting	Annually	Policy Committee

## FEBRUARY

o Essential GM Monthly Updates	Monthly	Curt
o EL 1 Financial Condition	Quarterly	Curt
o Welcome potential board nominees present	Seasonally	Board
o Board Standing Committee Updates	Monthly	Board
o New Owner Welcome Letters	Monthly	Board
o Annual Meeting Progress Update	Annually	Committee
o Nominations Committee Update	Seasonally	Committee
o Approve Resolution Authorizing Annual Membership Vote & Meeting	Annually	Board

## MARCH

o Essential GM Monthly Updates	Monthly	Curt
o E Ends	Annually	Curt
o Welcome potential board nominees present	Seasonally	Board
o Board Standing Committee Updates	Monthly	Board
o New Owner Welcome Letters	Monthly	Board
o GP 1 Governing Style	Annually	Board
o Report on Patronage Refund	Annually	Finance Comm.
o Slate of Board Candidates Presented/Approved	Annually	Nom. Comm.
o Annual Meeting Progress Update	Annually	Committee

## APRIL

o Essential GM Monthly Updates	Monthly	Curt
o Revisit GM Relocation Reduced Reporting Timeline	2024 only	Curt
o Board Standing Committee Updates	Monthly	Board
o New Owner Welcome Letters	Monthly	Board
o Board review of Financial Review/Audit Report	Annually	Board
o Host Annual Meeting	Annually	Board
o Hold Organizational & Housekeeping Meeting	Annually	Board
o Elect Officers		
o Orient new members/schedule board training		
o Sign Director Agreement		

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**Month** **Frequency** **Reported by**

### MAY

o Essential GM Monthly Updates	Monthly	Curt
o EL 1 Financial Condition	Quarterly <b>2024+</b>	Curt
o EL 9 GM Succession	Annually	Curt
o Board Standing Committee Updates	Monthly	Board
o Standing Committee Review - Nominating/Annual Meeting	Annually	Committee
o New Owner Welcome Letters	Monthly	Board
o GP 4 Board Meetings	Annually	Board
o Approve Draft Annual Meeting Minutes	Annually	Board

### JUNE

o Essential GM Monthly Updates	Monthly	Curt
o EL 1 Financial Condition	Quarterly <b>2023 only</b>	Curt
o Board Standing Committee Updates	Monthly	Board
o New Owner Welcome Letters	Monthly	Board
o GP 5 Director Agreement	Annually	Board
o Begin GM Evaluation Process	Annually	Board
o CCMA Conference	Annually	TBA

### JULY

o Essential GM Monthly Updates	Monthly	Curt
o EL 2 Planning and Budgeting	Biannually	Curt
o EL 4 Owner Rights and Responsibilities	Annually	Curt
o B-GM 1-4 Board Management Relationship	Annually	Board
o Board Standing Committee Updates	Monthly	Board
o Standing Committee Review - Patronage	Annually	Committee
o New Owner Welcome Letters	Monthly	Board
o CCMA Conference attendees report to Board	Annually	TBA

### AUGUST

o Essential GM Monthly Updates	Monthly	Curt
o EL 1 Financial Condition	Quarterly	Curt
o EL 5 Treatment of Customers	Annually	Curt
o Board Standing Committee Updates	Monthly	Board
o New Owner Welcome Letters	Monthly	Board
o GP 8 Governance Investment	Annually	Board

### SEPTEMBER

o Essential GM Monthly Updates	Monthly	Curt
o Board Standing Committee Updates	Monthly	Board
o New Owner Welcome Letters	Monthly	Board
o GP 2 The Board's Job	Annually	Board
o Submit Draft Governance Budget	Annually	Treasurer
o Executive Committee presents Board Evaluation of GM	Annually	Officers
o Nominations Committee work begins	Annually	Board

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Month	Frequency	Reported by
<b>OCTOBER</b>		
o Essential GM Monthly Updates	Monthly	Curt
o EL 3 Asset Protection	Annually	Curt
o Board Standing Committee Updates	Monthly	Board
o New Owner Welcome Letters	Monthly	Board
o GP 6 Officers' Roles	Annually	Board
o GP 8.3 Approve Annual Governance Budget	Annually	Board
o Nominations Committee Update	Seasonally	Committee
o Begin Board Admin. Evaluation Process	Annually	Board
<b>NOVEMBER</b>		
o Essential GM Monthly Updates	Monthly	Curt
o EL 1 Financial Condition	Quarterly	Curt
o EL 6 Staff Treatment and Compensation	Annually	Curt
o Board Standing Committee Updates	Monthly	Board
o New Owner Welcome Letters	Monthly	Board
o GP 3 Agenda Planning	Annually	Board
o Board Admin. Eval. Committee report to Board	Annually	Board
o Standing Committee Review - GM Evaluation	Annually	President
o Nominations Committee Update	Seasonally	Committee
<b>DECEMBER</b>		
o Essential GM Monthly Updates	Monthly	Curt
o EL 2 Planning & Budgeting	Biannually	Curt
o Board Standing Committee Updates	Monthly	Board
o New Owner Welcome Letters	Monthly	Board
o GP 7 Board Committee Principles	Annually	Board
o Nominations Committee Update	Seasonally	Committee
o Board President presents annual review to Board Admin.	Annually	Board