

WACOSA 2018 ANNUAL CALENDAR	
Task/Project	Responsible
JANUARY	
Begin review/revisions of Outcome Management report	ED/V.P.
Complete VA & Critical Incident summary and action plan	V.P.
New Board member orientation	ED/Admin Team/New mbrs.
Prepare Accessibility Report and Plan and prepare an update to the plan	V.P./Staff
FEBRUARY	
Welcome new Board members	ED/Admin/Board
Complete preparation of Outcome Management Report	ED/V.P/Admin Team
Share Accessibility Report and Corrective Action Plan with Board	V.P.
Amend/share committee assignments with Board	Executive Director
Share progress on strategic plan to the Board	Executive Director
Annual safety & operations inspection by insurance loss control rep.	Transp./Safety Coordinator
Review year-end financials	Board/Director of Finance
Approval of Internal Controls Policy	Board/Director of Finance
Update website with Board member information	IT Staff
Strategic Plan Update/Summary due to the board	Executive Director
MARCH	
Complete annual audit	Accounting Team
Review annual safety report/Workers' Comp. results (employee protection)	Board/Adm Team
Open meetings with teams: review 12/31 financials & Outcome Mgmt Report	Director/V.P.
Share Outcomes Management Report with Board of Directors/Stakeholders	Executive Director
Approval/signatures for Charitable Organization Annual Report w/Attorney General	ED/Board
Newsletter Out	Dev/Marketing/Comm. Mgr.
Review Executive Director Succession Plan (emergency and standard)	ED/Board
Review Personnel Policy changes with Board	HR Director
Review submission of 990	Finance Director
Begin Annual Report	Mktg/Com.Mgr./Fund Dev.
Review Turnover Statistics with the Board	HR Director
Cultural Competency Review	Executive Director

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	APRIL	
	Review of annual audit	Accounting Team
	Review organization Risk Management Plan	Exec.Dir./Admin. Team
	Annual Report out	Admin. Team
	Review and update Disaster Plan (completed quarterly)	HR Dir./Office staff
	May	
	Presentation of Risk Management Plan review at Board meeting	Executive Director
	Disaster Plan Update to the Board	ED/HR Director
	Review investment policy and status of reserves with financial advisor	Finance Comm/Bd/Bremer
	Discuss and compare Internal Composition w/clients for Charities Review	Exec. Dir./Admin/Board
	June	
	DOL reapplication (on the odd year – next year 2015)	Operations Dir./Acct.
	EE Application for certification	Executive Dir./QA Dir.
	Agency Picnic(if applicable)	Admin/Committees
	Agency Conference	QA Dir./Program Staff
	JULY	
	Review Board of Director Responsibilities	Exec.Dir./Board
	Open meeting with teams to discuss agency issues	Director
	Board member recruitment process begins	Bd Dev Committee
	Corporate Compliance Review	Director of Finance
	Approval of Charity Review Resolution for Charities Review Council	Board/Director of Finance
	Review of Board member terms of office	Exec.Dir./Board
	Approval of 401K audit	Board/Dir. of Finance
	Approval of 5310 Resolution at Board meeting	Exec. Dir./Board/Fund Dev.
	AUGUST	
	Conduct satisfaction surveys and prepare written summary(bus.,stakeholders etc.)	Directors/Sales Dept.
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Task/Project	Responsibility
August(cont.)	
Vocational mailing out – Propose price increases, if needed	Prod./Sales Depts.
Review progress on strategic plan/work plans	Board/Admin Tm
SEPTEMBER	
Distribute Executive Director Evaluation forms	HR Director
Distribute Board survey forms	HR Director
5310 Resolution Approval	Exec. Dir./Fund Dev. Dir.
Review Satisfaction Surveys and ID changes/improvements/gen. report	ED/Admin/Sales
Review of building repairs and associated costs for upcoming budget year	Adm Team/Maint
Review vehicle replacement for upcoming budget year	Dir, Prog Dir, Maint
Review program budget considerations and needs for upcoming budget year	V.P/Directors/Depts
Complete EE audit	Acct. Director & staff
Annual appeal letter out	ED/Fund. Dev. Director
Review of Governance Policy (every three years - Due 2018)	Bd Dev. Com./Exec. Dir.
OCTOBER	
Complete Executive Director's Evaluation	Board
Develop employee training calendar for next year	Leadership Team
Develop Program Calendar for next year and send out	V.P. QA/Programs
Complete prevailing wage studies (for subminimum wage certificate)	Op. Dir./Sales Team
Review EE audit	Board
Review results of Board survey	Board
Develop Program Calendar for the next year and send out	V.P. QA/Programs
Newsletter Out	Dev/Marketing Mgrs.
Review Slate of Officers for the Board to propose in November	ED/Board Dev.Com.
November	
Update contract/check signers for new year and get Board approval	ED/Board
Honor outgoing members	ED/Board
Vote on new officers for upcoming year	Board
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	November (cont.)	
	Open meetings with teams	Executive Dir./Vice Pres.
	Review investment policy and status of reserves with financial advisor	Finance Comm/Bd/Bremer
	5310 Resolution approved by board (amount and where to purchase vehicle)	ED/VP/Fund Dev. Dir./Bd
	Task/Project	Responsibility
	Complete budget and review with Finance Committee	Dir.Fin./Admin Team/ED
	Board approval of annual budget and capital expenses	ED/Dir.Finance/Board
	Review DNR/DNI policy/guidelines for revision & update	Exec. Dir./V.P
	Review insurance coverages with the Board	ED/Dir.Finance/Board
	Review/signing of Conflict of Interest with Bd members and key staff	ED/Board
	Review/signing of Board Code of Conduct Policy	ED/Board
	Review actions taken on audit recommendations (if any)	ED/Dir.Finance/Board
	Review changes with board in financial designations	ED/Dir.Finance/Board
	Review of Operating Reserve/Board Designation Policy	ED/Dir.Finance/Board
	Review annual distribution (if applicable)	ED/Dir.Finance/Board
	Distribute Turkeys/Hams to staff for Thanksgiving	HR Director
	Annual giving update	Fund. Dev. Director
	DECEMBER	
	Employee Holiday Celebration/Appreciation Lunch	Committee/Admin.
	Give Christmas distribution(if applicable)	ED/Admin Team
	Review the ED Transition Kit (Annual Calendar)	Executive Director