

# WACOSA 2019 Board Calendar

(Meetings begin at 5:15pm following dinner)

## FEBRUARY 18

- Welcome new board members
- Present committee assignments
- Review corrective action plan for accessibility (written report)
- Review year-end financial statement
- Approval of Internal Controls Policy
- Review Strategic Plan progress
- Board self-review outcome
- Evaluation of Executive Director

## MARCH 18

- Review of employee protection and safety
- Review Outcomes Measurement Report
- Approval and signatures for Charitable Organization Annual Report
- ED Succession/Emergency Succession Planning Review
- Board Training: To be announced

## MAY 20

- Review of WACOSA's Risk Management Plan
- Bremer review of investments
- Annual audit review with auditors
- Compliance Review Committee outcome
- Disaster Plan Update
- Review of 990 (copies provided)
- Review Personnel Policy changes
- 5310 Application Resolution
- Board Training: Fiduciary Duties (with audit review)

## JULY 15

- Review of board member terms by Board Development Committee
- Review of Board of Director's Responsibilities/Chair signature
- Resolution to approve Charity Review Council's annual update
- Approval of 401K audit
- Board Training: To be announced

## SEPTEMBER 16

- Treatment of employees: Review of employee satisfaction survey results and plan of action
- Treatment of consumers, community & businesses: Review of satisfaction survey results and plan of action
- Distribute board survey forms
- Corporate Compliance Review
- Review Strategic Plan progress
- 5310 Resolution approved
- Review of Governance Policy (every three years - Due 2021)
- Board Training: Person Centered Planning

## OCTOBER 14

- Discuss results of board surveys
- Review of investments
- Review of Extended Employment audit
- Board training: To be announced

## NOVEMBER 25

- Honor outgoing members
- Vote on new board members for 2019
- Presentation and vote on officers for 2019
- Approve annual budget
- Review changes (if any) to financial designations
- Review actions taken on audit recommendations (if any)
- Review of board calendar for the next year
- Distribute Executive Director evaluation forms

- Approval of 2<sup>nd</sup> 5310 Resolution – approving amount and where vehicle should be purchased
- Review/Signing of Board Code of Conduct and Conflict of Interest Information Form
- Approval of Operating Reserve/Board Designation Policy

**Recommendations for possible 2019 Board Training Topics (potential topics include but are not limited to):**

- Guest speaking engagements by persons with disabilities on disability awareness/accessibility issues.
- Expectations of referral sources/Oversight organizations (i.e. licensing, CARF, DEED, DOL etc.)
- Service delivery related topics
- Board Governance/Financial Responsibilities
- Social Media Opportunities
- Topics related to planned giving
- Vulnerable Adult Training
- Client Data Privacy
- Person-Centered Planning
- Sexual Harassment

**\*Note:** Please feel free to ask Steve or an administrative team member should you wish a certain topic to be included in 2019's list of potential trainings. Also, please remember to forward to Steve any training materials (i.e. agendas, brochures etc.) from training opportunities you have in your personal or professional lives. Often, these trainings will also satisfy training requirements required by WACOSA.