

Policy Type: Board Process

Policy Title: C3 – Agenda Planning

Last Revised: May 3, 2021

We will generate and publish workable annual and monthly agendas.

1. We will create, and modify as necessary, an annual calendar that includes tasks and events related to membership meetings, Board training schedule, monitoring schedule, Nominations and Election Process, and the GM evaluation and compensation decision as outlined in our Board-Management Relationship policies.
2. Board meeting agendas will be determined by the Board president, and may be modified at the meeting by a majority vote of the Board.

Month	GM Monitoring	Board Monitoring	Other Agenda Items	Other Board Tasks	Board Education
January	B1, B6	-	Review Committee Charters	Board Candidate Packets due	
February	A, B	-	Receive GM's Compensation Proposal Approve Board Candidate Slate	Board Candidate Orientation	
March	B1, B2	-	Complete Biennial GM Compensation Review Review Annual Meeting Agenda	Board Candidate Forum Board Election Request Letters of Intent for Officer Roles Update Board Handbook with last year's financial reports	
April	-	C9, C5	Welcome and seat new directors Elect officers Committee Assignments	Annual Meeting & Report Spring Retreat	Policy Governance

May	B3, B5, B9	D, D1, D2, D3, D4	Board Retreat Follow-up		Financial Understanding
June	B1, B7				Board Roles and Responsibilities
July	-	-			
August	-	-			"Setting a Process for General Manager Compensation" article
September	B1	C3, C4, C8	GM Evaluation Begin Biennial GM Compensation Review		
October	B4, B8	C6, C7, C10	CBLD Enrollment	Fall Retreat Distribute Board Election packets	Cooperative History
November	-	C, C1, C2	Present Biennial RFP to GM Board Budget Patronage Dividend Resolution Board Retreat Follow-up Annual review and update of Board's education plan (far right column; prepared by Board Development Committee) End-of-Year Reflection		
December	-	-			