

## Annual Planning Calendar

Month	Plan
<b>One</b> (start of fiscal year)	Begin board review and annual report Appoint nominating committee to start preparing board elections at AGM
<b>Two</b>	Appoint elections committee
<b>Three</b>	Approve annual report to be presented to AGM Review and approve draft audited financial statements Prepare board review for new board
<b>Four</b>	<b>Annual General Meeting (AGM)</b> Transition meeting of past and new board Choose board officers and committee liaisons Appoint committees and delegates Set date for board orientation workshop
<b>Five</b>	Board orientation workshop Goal-setting meeting Approve calendar for board and general meetings
<b>Six</b>	Receive proposed goals from each committee Review progress of maintenance annual plan, including capital work plan
<b>Seven</b>	Receive mid-year financial review from finance committee
<b>Eight</b>	Annual performance review of management company and/or staff Review insurance proposal Review proposed maintenance projects for next fiscal year
<b>Nine</b>	Review progress towards achieving goals Receive operating and capital budget recommendations and approve
<b>Ten</b>	General meeting to approve budget
<b>Eleven</b>	
<b>Twelve</b> (fiscal year end)	Review subsidy status Review investments Review cash flow projections

### Other items that can be included:

- Receive reports from CHF Canada and CHF BC delegates
- Appoint special ad-hoc committees, e.g. Model Rules 2.0 or policies revision
- Every three years: review update to replacement schedule and capital plan (Replacement Reserve Fund plan) based on capital item inspections