LLI BUSINESS CALENDAR
2022-2023

July
July 1 – Fiscal year begins
July 1 – Terms of office begin for some Board and Curriculum Council members
July Board Meeting – Adopt the LLI Business Calendar
July Board Meeting – Approve individuals authorized access to the LLI Database
July Board Meeting – Determine Scholarship amounts
Continue planning for Holiday Luncheon

August
August Curriculum Council meeting – Appoint Chairs for Curriculum Council Standing
       Committees
August Board Meeting – Create N&RC open position(s) candidate list
August Board Meeting – Appoint chairs for all Standing Committees, except the
       Nominating and Recruiting Committee and RUSH
August 1 – Eblast fall catalog information
August 8 – Open OLR site for fall course browsing
August 10 – Coffee Klatch
August 15 – Begin registration for fall activities
August 20 – Last day to submit Spring Semester proposals
August 31 – Membership year ends
August 31 – Terms of office end for Chairs of Board and Curriculum Council Standing
       Committees
Update and process with WCC IT the Copy Machine/Internet Access logins

September
September 1 – Membership year begins
September 1 – Terms of office begin for Chairs of Board and Curriculum Council Standing
       Committees
September Board meeting – Board Members to submit revised job descriptions
September Curriculum Council meeting – Discuss Spring Semester proposals
September 6 – Fall curricular activities begin
September 20 – Insurance premiums due
Distribute quarterly Newsletter and post to Website

October
October Curriculum Council meeting – Approve Spring Semester proposals
October Board meeting – Approve Spring Semester proposals
Email/mail Holiday Luncheon Invitations to LLI members, scholarship recipients, VIPs and
WCC contacts
Distribute current Membership Directory to Board and Curriculum Council members
October 12 – Volunteer Luncheon

November
WCC Scholarship Fest

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December
December 7 – Holiday Luncheon
Distribute quarterly Newsletter and post to Website
Begin Spring Luncheon planning

January
January 2 – Eblast spring catalog information
January 9 – Open OLR site for spring course browsing
January 16 – Begin registration for spring activities

February
February 7 – Begin Spring curricular activities
February 20 – Last day to submit Summer Sampler proposals
**February Board meeting – Approve Spring Luncheon/Annual Business Meeting date,
      location and budget**
Update and process with WCC IT the Copy Machine/Internet Access logins

March
March Curriculum Council meeting – Discuss and approve Summer Sampler proposals
March Board meeting – Review and approve Summer Sampler proposals
March Board meeting – Board members to submit budget requests for next fiscal year
Distribute quarterly Newsletter and post to Website
Email/mail Spring Luncheon/Annual Business Meeting invitations
Treasurer, President and WCC Liaison begin budget preparation for next fiscal year

April
**April Board meeting – Receive the report of the Nominating and Recruiting Committee.
      Approve nominations to elective office**
April Board meeting – Treasurer presents budget for review
April 25 – LLI Spring Faire
Update and process with WCC IT the Copy Machine/Internet Access logins
Mail ballots to LLI members
Distribute the current Membership List to Board and Curriculum Council members
Treasurer to begin review of insurance coverage

May
May Board meeting – Adopt a budget for the next fiscal year
May Board meeting – Board members to submit annual reports
May 1 – Eblast summer catalog information
May 8 – Open OLR site for summer course browsing
May 15 – Begin registration for summer activities
May 20 – Last day to submit Fall Semester proposals
May 23 - Spring Luncheon/Annual Business Meeting
Submit LLI budget to WCC
Receive notification of LLI Scholarship recipients
Begin planning for the Holiday Luncheon: date, location and budget

June
June Curriculum Council meeting – Review & Approve Fall Semester proposals
June Board meeting – Approve Fall Semester proposals
June 5/12 - Begin summer curricular activities (based on scheduling needs)
June Board meeting – Approve Holiday Luncheon date, location, and budget
June 30 – Fiscal year ends
June 30 – Terms of office end for some Board and Curriculum Council members
Distribute quarterly Newsletter and post to Website

Note:
All regular Curriculum Council meetings are held the 1st Friday monthly from 9:00 am – 11 am
All regular Board meetings are held the 2nd Friday monthly from 9:00 am – 11:00 am
These meetings are open to all members.