

LLI BUSINESS CALENDAR

2019-2020

July

July 1 – Fiscal year begins

July 1 – Terms of office begin for some Board and Curriculum Council members

July Board meeting – Adoption of LLI Business Calendar

July Board meeting – Approval of individuals authorized access to the LLI Database

July Board meeting – Determination of Scholarship amounts

July Board meeting – Create N&RC open position(s) candidate list

July Fall Catalog data sent to LLI Coordinator and LLI Consultant for dBase setup

July 20 – Last day to submit Spring Semester proposals

July 24 – Fall Catalog distributed and posted to Website

Holiday Luncheon planning begins

Preparation of the LLI Database for upcoming Membership Year

August

August Curriculum Council meeting – Discussion of Spring Semester proposals

August Curriculum Council meeting – Appointment of Chairs for all Curriculum Council Standing Committees

August Board meeting – Appointment of Chairs for all Board Standing Committees

August 7 - Coffee Klatch

August 12 – Registration for fall activities begins

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

WCC Fall Semester RUSH Week

September

September 1 – Membership year begins

September 1 – Terms of office begin for Chairs of Board and Curriculum Council Standing Committees

September Curriculum Council meeting – Approval of Spring Semester proposals

September 9 – Fall curricular activities begin

September Board meeting – Approval of Spring Semester proposals

September Board meeting – Review 1st Qtr. Ongoing Long Range Plans

September 20 – Insurance premiums due

Quarterly Newsletter distributed and posted to Website

WCC Scholarship Fest

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October

Holiday Luncheon invitations distributed to members & scholarship recipients
Distribution of the current Membership Directory to Board and Curriculum Council members
Submit Spring Catalog input to WCC Marketing

November

Spring Semester RUSH preparation begins

December

Holiday Luncheon

December 20 - Spring Catalog distributed and posted to Website

December Board meeting – Review 2nd Qtr Ongoing Long Range Plans

Quarterly Newsletter distributed and posted to Website

Rush information distributed

Spring Catalog data sent to LLI Coordinator and LLI Consultant for dBase setup

Spring Luncheon planning begins

January

January 13 – Registration for spring activities begins

January 20 – Last day to submit Summer Sampler proposals

WCC Spring Semester RUSH WEEK

February

February Curriculum Council meeting – Discussion of Summer Sampler proposals

February 10– Spring curricular activities begin

February Board meeting – Approval of 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 – Approval of Summer Sampler proposals

March Board meeting – Approval of Summer Sampler proposals

March Board meeting – Board Members to submit budget requests for next fiscal year

March Board meeting – Review 3rd Qtr Ongoing Long Range Plans

March 20 – Last day to submit Fall Semester proposals

Quarterly Newsletter distributed and posted to Website

Spring Luncheon/Annual Business Meeting invitations distributed

Submit Summer Sampler input to WCC Marketing

Treasurer, President and WCC Liaison to begin budget preparation for next fiscal year

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April

April Curriculum Council meeting – Discussion of fall Semester proposals

April Board meeting – Report of the Nominating and Recruiting Committee; approval of nominations to elective office

April Board meeting – Treasurer presents budget for review

April Board meeting – Appointment of RUSH Chair

April 22 - Summer Sampler information distributed and posted to Website

Update and process with WCC IT the Copy Machine/Internet Access Logins

Ballots distributed

Distribution of the current Membership List to Board and Curriculum Council members

Fall Semester RUSH preparation begins

Summer Catalog data sent to LLI Coordinator and LLI Consultant for dBase setup

Treasurer to begin review of insurance coverages

May

May Curriculum Council meeting – Approval of fall semester proposals

May Board meeting – Approval of fall semester proposals

May Board meeting – Adoption of budget for next fiscal year

May Board Meeting – Board members to submit annual reports

May 11 – Registration for summer activities begins

LLI budget submitted to WCC

LLI notified of LLI Scholarship recipients

RUSH information distributed

Spring Luncheon/Annual Business Meeting (or early June)

Submit Fall Catalog input to WCC Marketing

June

June 8 – Summer curricular activities begin

June Board meeting – Board Members to submit revised job descriptions

June Board meeting – Approval of Holiday Luncheon date, location and budget

June Board meeting – Review 4th Qtr Ongoing Long Range Plans

June 30 – Fiscal year ends

June 30 – Terms of office end for some Board and Curriculum Council members

Quarterly Newsletter distributed and posted to Website

Note:

All regular Curriculum Council meetings are held the 1st Friday monthly from 9 a.m. – 11 a.m.

All regular Board meetings are held the 2nd Friday monthly from 9 a.m. – 11 a.m.

These meetings are open to all members.

Approved by LLI Board 7/12/2019