

LLI BUSINESS CALENDAR

2021-2022

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

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

July 15 – Fall Catalog distributed and posted to Web site

July 20 – Last day to submit Spring Semester proposals

Fall Catalog data sent to Database Manager for database setup

Continue planning for Holiday Luncheon

Prepare the LLI Database for upcoming Membership Year

August

August Curriculum Council meeting – Discuss Spring Semester proposals

August Curriculum Council meeting – Appoint Chairs for Curriculum Council Standing Committees

August Board Meeting – appoint chairs for all Standing Committees, except the Nominating and Recruiting Committee and RUSH

August 18 – Coffee Klatch

August 3 – Begin registration for fall activities

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 – Approve Spring Semester proposals

September Board meeting – Review 1st Quarter Ongoing Long Range Plans

September 7 – Fall curricular activities begin

September 20 – Insurance premiums due

Distribute quarterly Newsletter and post to Web site

WCC Scholarship Fest (?)

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October

Mail Holiday Luncheon Invitations to LLI members and to scholarship recipients
Distribute current Membership Directory to Board and Curriculum Council members

November

November 1 - Submit Spring Catalog input to WCC Marketing
Begin Spring Semester RUSH preparation

December

December – Holiday Luncheon

December 14 – distribute Spring Catalog and post to Web site

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

Distribute quarterly Newsletter and post to Web Site

Distribute RUSH information to those participating

Send Spring Catalog data to Database Manager for database setup

Begin Spring Luncheon planning

January

January 11 – Begin registration for spring activities

WCC Spring Semester RUSH WEEK

February

February Curriculum Council meeting – Discuss Summer Sampler proposals

February 14 – 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 – Approve Summer Sampler proposals

March Board meeting – Approve Summer Sampler proposals

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

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

March 20 – Last day to submit Fall Semester proposals

Distribute quarterly Newsletter and post to Web site

Mail Spring Luncheon/Annual Business Meeting invitations

Submit Summer Sampler input to WCC Marketing

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

LLI BUSINESS CALENDAR 2021-2022

April

April Curriculum Council meeting – Discuss Fall Semester proposals

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 Board meeting – Appoint RUSH Chair

April 20 - Distribute Summer Sampler information and post to Web site

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

Begin Fall Semester RUSH preparation

Send Summer Catalog data to Database Manager for database setup

Treasurer to begin review of insurance coverage

May

May Curriculum Council meeting – Approve Fall Semester proposals

May Board meeting – Approve Fall Semester proposals

May Board meeting – Adopt a budget for the next fiscal year

May Board meeting – Board members to submit annual reports

May 10 – Begin registration for summer activities

Submit LLI budget to WCC

Receive notification of LLI Scholarship recipients

Distribute RUSH information to LLI members

Spring Luncheon/Annual Business Meeting (or in early June)

Begin planning for the Holiday Luncheon as to date, location and budget

June

June 13 - Begin summer curricular activities

June Board meeting – Board Members to submit revised job descriptions

June Board meeting – Approve Holiday Luncheon date, location, and budget

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

June 30 – Fiscal year ends

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

Distribute quarterly Newsletter and post to Web site

Submit Fall Catalog input to WCC Marketing

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.