



## 2014-2015 AAUW Marin Draft Administrative Calendar As Of August 1, 2014

### JULY

July 5	Paperless Post for Summer Fling—Programs Coordinator
July 14	President’s Mid-Month message emailed—Newsletter Ed. (President may skip July)
July 17	Follow up Paperless for Summer Fling—Programs Coordinator
July 18	Set Date of August Board Retreat, if not done earlier--President
July 20	Summer Fling at home of Diane Rubinstein
July 30	Finish Draft of Budget with Treasurer and President-Elect, if not done earlier--President
July 31	Deadline for submission of branch financial report to State <b>(check)</b> President/Treasurer
July 31	Official dues renewal deadline
Other Issues:	<p>Confirm which appointed officers should join the board—President</p> <p>Make sure all forms updated, Interest Group Brochure, Program list, Officer/Board List</p> <p>Follow up with Web/Documents Editor on any changes needed to Website.</p> <p>Start or finalize review-updating of Policies and Procedures, if not completed in June</p>

### AUGUST

August 1	Reminder to Board re August Retreat--President
August 2	VerticalResponse (newsletter program) auto-renewal
August 8	Paperless Post for Sip and Sup—Programs Coordinator
August 10	Deadline for info to be incorporated into President’s Mid Month Message
August ???	Send draft agenda for Board Planning Retreat to board for comment--President
August ?	Set date to meet with Scholarship Fund Board to establish fund-raising targets, if not done earlier--President
August ???	Meeting with Scholarship Board to set fund-raising targets—or in Sept—President and reps
August 15	Official deadline for September Newsletter, Interest Group Calendar and updates to website
August 15	President’s Mid Month Message emailed—President or Newsletter Ed.



- August 21** Sip and Sup at the Terrapin Crossroads (branch to contribute up to \$50 for appetizers)
- August 27** Paperless Post re Fall Kick Off on September 20 (or delay til first week Sept?)—Program Coordinator
- August 30** Schedule Board Meetings with Northgate Community Center, or other location, if necessary--Secretary
- Other Issues:** Chasing dues renewals; scheduling program hosts
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## SEPTEMBER

- September 2** Newsletter and BIG Calendar posted, emailed and mailed—Newsletter Ed.
- September 8 (?)** Board Meeting /Planning Retreat—President and board and any branch member who comes (Determine goals for year, officially set number of board members, if full complement of elected officers not elected in May, appoint additional board members from list of officers, appoint representative to AAUW Scholarship Fund Board, approve budget)
- September 10** Paperless Post Reminder for Fall Kick Off—Programs Coordinator
- September 10** Official deadline for info to be incorporated into President’s Mid Month Message
- September 10** Email and Post Branch Budget to membership--Treasurer
- Sept ???** Meeting with Scholarship Board to set fund-raising targets for 2014-2015, if not earlier
- September 15** President’s Mid Month Message emailed—President or Newsletter Ed.
- September 18** Official deadline for October Newsletter, Interest Group Calendar and updates to website
- September 20** Fall Kick Off at Corte Madera Town Center—Tech Trek and Stem Speaker
- September 25** Deadline re payment of dues to be included in Roster
- September 26** Paperless Post for October 11 meeting, if not sent earlier—Programs Coordinator
- September 29** Draft of October board agenda to board members for comments--President
- Other Issues:** Chasing renewals; follow up on fund-raising targets, if needed. Start design for fall solicitation materials. Scheduling program hosts if not done earlier.
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## OCTOBER

- October 1** Online Newsletter sent, posted to web and hard copies mailed (If roster done, include copies with mailed newsletters); BIG Calendar posted and mailed; include Branch budget for snail mail recipients—Newsletter Ed.
- October 1** Draft Board Meeting Agenda to board members for comments, if not done earlier--President
- October 6** Board Meeting—President Dale Satake’s home



(Report from Scholarship Board; Approve fundraising targets)

- October 6** 1<sup>st</sup> Edition 2014-2015 Roster Emailed (if not done earlier) (paper copy mailed? Or include with November newsletter mailing) – Membership Chr.
- October 6** Paperless Post reminder re October 11 meeting- Program Coordinator
- October 10** Official deadline for info to be incorporated into President’s Mid Month Message
- October 15** President’s Mid Month Message emailed—President or Newsletter Ed.
- October 15** Official deadline for November Newsletter, Interest Group Calendar and updates to website
- October 20** Paperless Post invitation for November 15 meeting, if not done earlier—Program Coordinator
- October 22** Last day for registration for AAUW Funds Luncheon in November
- October 25** Scholarship Fund/Tech Trek Solicitation Mailed, if not earlier (check—could be Nov)—Scholarship Chair
- October ???** LAF Luncheon (check date and location)
- Other Issues:** Early in month, follow up on design of fund-raising materials for Fall Solicitation. Need Scholarship Board buy-in. Scheduling program hosts, if not done earlier.
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## NOVEMBER

- November 1** Online Newsletter sent, posted to web and hard copies mailed (Include flyer for Holiday Lunch??) BIG Calendar posted and mailed. Roster included with paper mailing of newsletter, if not done earlier)—Newsletter Ed.
- November 1** Draft Board Meeting Agenda to board for comment, if not done earlier—President
- November 2** AAUW Funds Luncheon, Crow Canyon Country Club, Danville--11:30 to 3:00
- November 4** Paperless Post Reminder for November 15 Meeting, if not done earlier—Programs Coordinator
- November 4** Board Meeting—President Dale Satake’s home
- November 10** Official deadline for info to be incorporated into President’s Mid Month Message (email to Cherie at Cheryl.Sorokin@gmail.com)
- November 15** President’s Mid Month Message emailed—President or Newsletter Ed.
- November 15** Branch Meeting at Book Passage
- November 15** 1<sup>st</sup> Quarterly Update of Roster emailed???—Membership Chr.



- November 15** Official deadline for December Newsletter, Interest Group Calendar and Updates to Website
- November 17** Paperless Post for Auction and Holiday Lunch and paper copies of flyer and reservation form mailed, if not done earlier
- November 25** Flyer emailed reminding people of Holiday Lunch—President or Newsletter Ed.
- November 29** Reminder Paperless Post for December 6 Holiday Lunch and Auction—Program Coordinator
- Other Issues:** Checking on Auction Status; AAUW Website Maintenance bill usually comes this month
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## DECEMBER

- December 1** Online Newsletter sent, posted to web and hard copies mailed; BIG Calendar posted and mailed—Newsletter Ed.
- December 1** Board Meeting/Holiday Dinner, **Location TBD (Move to Dec 8, so results of auction in??)**
- December 3** Deadline for reservations for Holiday Lunch
- December 6** Holiday Lunch and Silent Auction, The Club at McInnis Park
- December 10** Official deadline for info to be incorporated into President's Mid Month Message
- December 15** President's Mid Month Message emailed—President or Newsletter Ed.
- December 24** Deadline for BIG Calendar—NO NEWSLETTER IN JANUARY
- December 29** BIG Calendar for January posted—Web/Documents Editor (no mailing?)
- December 30** Paperless Post re January 10 Meeting—Docent Talk – Program Coordinator
- Other Issues:** Start thinking about Named Gift award nominations; work with Scholarship, Auction and Gift wrap Chairs to finalize fund-raising report
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## JANUARY—**No Newsletter?**

- January 3** Paperless Post re January 11 Branch Meeting—Docent Talk, **if not sent earlier**—Programs Coordinator
- January 3** Big Calendar posted and mailed, if not done earlier—Web/Documents Editor
- January 5** Board meeting—**tentative**—President Dale Satake's home  
(ask board for Named Gift Honoree Nominations; set location and date of Dec 2016 holiday lunch; review fall fund-raising results)
- January 10** Official deadline for info to be incorporated into President's Mid Month Message
- January 10** Branch Meeting—Docent Talk/Wine and Cheese--Sorokin's house
- January 15** President's Mid-Month Message emailed—President or Newsletter Ed.



(ask for Named Gift Honoree Nominations)

- January 15** Official deadline for February Newsletter, Interest Group Calendar and updates to website
- January 20** Paperless Post for Tri-Branch on Feb. ???, if not sent earlier –Program Coordinator
- Other Jan Issues:** Follow up on AAUW Funds nominees—mostly submitted by the board  
Make sure locations finalized for rest of year, if not already done  
Review and update website with Web Editor, if not already done
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## **FEBRUARY**

- February 1** Online Newsletter sent, posted to web and hard copies mailed; BIG Calendar posted—Newsletter Ed.
- February 2** VerticalResponse (newsletter program) auto-renewal
- February 2** Reminder Paperless Post re February ??? Tri-Branch Brunch—Programs Coordinator
- February 3** Board meeting--Northgate Mall Community Conference Room, San Rafael  
(Start Brainstorming on Programs, Start looking for Nominating Comm members)
- February ???** Deadline for reservations for Tri Branch
- February ???** Tri-Branch Brunch at ???
- February 10** Official deadline for info to be incorporated into President's Mid Month Message
- February 15** Deadline to submit Named Gift Honoree names to state—AAUW Funds Chairs
- February 15** President's Mid Month Message emailed—President or Newsletter Ed.
- February 15** 2<sup>nd</sup> Quarterly Update of Roster emailed—Membership Chr.
- February 15** Official deadline for March Newsletter, Interest Group Calendar and updates to website
- Other Feb Issues:** Touch base with existing officers and directors re whether they want/should continue  
Schedule second report from Scholarship Fund to AAUW Marin Board?
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## **MARCH**

- March 1** Online Newsletter sent, posted to web and hard copies mailed (Include flyer for March 21 Meeting); BIG Calendar posted and mailed—Newsletter Ed.
- March 3** Board meeting--Northgate Mall Community Conference Room, San Rafael  
(Appoint Nominating Committee)
- March 5** Paperless Post re March 21 Meeting, if not done earlier—Programs Chr.
- March 10** Official deadline for info to be incorporated into President's Mid Month Message
- March 12** Reminder Paperless Post re March 21 meeting –Programs Coordinator



- March 15                      **President's Mid Month Message emailed—President or Newsletter Ed.**
- March 15                      **Official deadline for April Newsletter, Interest Group Calendar and updates to website**
- March 21                      **Branch Meeting--AAUW Funds Kick Off, AAUW Funds Fellow, potluck brunch, Strawberry Apts. , Mill Valley**
- March 25                      **AAUW Funds Solicitation Letter Mailed—set end of campaign for May 30, or earlier---AAUW Funds Chairs**
- Other Mar. Issues:            **Follow up with Nominating Committee and on programming ideas**
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## **APRIL**

- April 1                        **Online Newsletter sent, posted to web and hard copies mailed—Newsletter Ed.**
- April 2                        **Paperless Post re April 18 meeting, if not done earlier—Programs Coordinator**
- April 7                        **Board meeting--Northgate Mall Community Conference Room, San Rafael  
(Finalize programs for 2015-2016, Approve officer slate for membership election-here or ratify in May, review local dues—note state dues increase \$4 in June)**
- April 10                      **Official deadline for info to be incorporated into President's Mid Month Message**
- April ???                      **AAUW CA State Annual Meeting in ???**
- April 15                      **President's Mid Month Message emailed—President or Newsletter Ed.**
- April 15                      **3<sup>rd</sup> Quarterly Update of Roster emailed—Membership Chr.**
- April 15                      **Reminder Paperless post re April 18 meeting—Programs Coordinator**
- April 15                      **Official deadline for May Newsletter, Interest Group Calendar and updates to website**
- April 18                      **Branch Program—English Tea and Rhys Bowen, at Homeward Bound**
- April 20                      **Paperless Post re May 16 Spring Luncheon and Scholarship/AAUW Funds Awards**
- Other Apr. Issues:            **Begin update of membership and dues renewal forms and program list**
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## **MAY**

- May 1                        **Online Newsletter sent, posted to web and hard copies mailed (include flyer for May 16 Spring Luncheon);BIG Calendar posted and emailed—Newsletter Ed.**
- May 5                        **Board meeting-- Northgate Mall Community Conference Room, San Rafael  
(Ratify nominations, if needed. Finalize programs for 2015-2016, if needed)**



May 10	Reminder Paperless Post re May 21 Spring Luncheon and Scholarship/AAUW Funds Awards—Programs Coordinator
May 13	Deadline for RSVPs for May 16 Spring Luncheon
May 14	Deadline for info to be incorporated into President’s Mid Month Message
May 15	President’s Mid Month Message emailed—President or Newsletter Ed.
May 16	Spring Luncheon, Local Scholarship Awards, COM or Dominican speaker; Branch annual meeting to elect officers— <b>The Club at McInnis Park or other location</b>
May 18	Official deadline for June Newsletter, Interest Group Calendar and updates to website
May 25	Finalize Dues form, membership renewal form, tentative programs, and any marketing material to accompany renewals—President and Membership Chair/Treasurer
May 30	Mail Dues Renewal Forms and list of programs for 2015-2016—Membership Chair
May 30	End AAUW Funds Solicitation, if not done earlier
May ???	North Coast Leadership Training???
<b>Other May Issues?</b>	<b>Make sure all issues requiring membership vote are recorded and filed in minute books.</b>

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## JUNE

June 1	Online Newsletter sent, posted to web and hard copies mailed; BIG Calendar posted and mailed (Last newsletter til Sept)—Newsletter Ed.
June 1	Final update (email only) of Roster, if needed—Membership Chair.
June 2	Board meeting—Joint with new Board—Pot Luck
June 10	Mail Dues Renewal Forms and list of programs for 2015-2016 if not done in May—Membership Chair
June ???	North Coast Leadership Training ???
June 10	Deadline for info to be incorporated into President’s Mid Month Message
June 15	President’s Mid Month Message emailed—President or Newsletter Ed.
June 18	Deadline for summer Interest Group Calendar and updates to website –If there will be one. –Interest Group Chair
June 18-21	AAUW National Convention in San Diego
June 30	Send new officer names to State and National--President

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**Other June Issues:**

**Review website and up date Admin Calendar and any other forms as needed**  
**Review Policies and Procedures manual with Governance Chair, revise as needed.**

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