

Mid-Columbia Ballet – Annual Board Calendar

<p>July</p> <ul style="list-style-type: none"> • Fund-Raising Committee -- Prepare fund raising brochures • Publicity Committee – prepare annual brochure • Appoint Audit Committee • Appoint Asset Management Committee • Board annual review/refresher of By-Laws • Committee assignments 	<p>August</p> <ul style="list-style-type: none"> • WSAC Annual report due • Obtain Nutcracker sponsorships • Conduct Board Assessment (Membership committee) • Board-Guild Officer meeting • Review MCB web page and recommend updates 	<p>September</p> <ul style="list-style-type: none"> • Dancer auditions • Nutcracker auditions • Back to Ballet Night • Board-Guild joint meeting • Annual Donor Fund Drive • Hotel-Motel Tax Application • Obtain Nutcracker sponsorships • Form Nutcracker Production Committee(s) 	<p>October</p> <ul style="list-style-type: none"> • Obtain Nutcracker sponsorships • Nutcracker committees • Board-Dancer Dinner (or Spring) • Appoint Asset Management Committee (move to July) • Prepare Nutcracker web page
<p>November</p> <ul style="list-style-type: none"> • Volunteer background checks • Nutcracker Committees • Ad sales, Tea Party sponsors, etc. • Obtain Nutcracker sponsorships • Federal Tax 990 filing due – 	<p>December</p> <ul style="list-style-type: none"> • Nutcracker Performances • Nutcracker Committees 	<p>January</p> <ul style="list-style-type: none"> • City of Richland Hotel-Motel Tax, Nutcracker grant report • Prepare and distribute W-2, 1099, 1096 tax forms • Board review of 990 	<p>February</p> <ul style="list-style-type: none"> • Spring Performance sponsor drive • Budget committee review budget, propose mid-year change, if necessary • Prepare Spring web page
<p>March</p> <ul style="list-style-type: none"> • Adjudication • Annual Non-Profit report to the Secretary of State 	<p>April</p> <ul style="list-style-type: none"> • Form Nominating Committee for next FY Officer slate • Spring performance • WSAC grant application • Appoint Contracts and Compensation Committee 	<p>May</p> <ul style="list-style-type: none"> • Festival • Renew 3-year term for Board Members whose terms expire • Budget committee prepare next FY budget • File renewal of State charity form • Nominating Committee – Propose slate of Officers (24 hours prior to election) • Elect Officers for next FY 	<p>June</p> <ul style="list-style-type: none"> • Approve next FY Budget • End of Year Picnic