

Soroptimist International of
Washoe County
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2019-2020 Board:
Kristin Setty – President
Juanita Hluchan – Vice President
Jeanne Hill – Secretary
Chris Wells – Treasurer
Sharon Blake – Delegate

SIWC 2019-2020 Calendar of Events - DRAFT

August 15, 2019

July

- 1 July: SIWC Board Meeting at Juanita's Office
- 8 July: SIWC Business Meeting at Tamarack Junction
- 8 July: Signups for Committee Chairs and Members
- 15 July: Budget Committee Meeting
- 21 Jul: SIWC Planning Retreat at Chris's home
- 27-28 July: SDR at Atlantis Hotel; Fundraiser: wine wagon
- Annual federation dues, Form 200 (New Officer Information) due to headquarters by July 1.
- Sign new signature cards at the club's bank (president and treasurer) for disbursement of club funds
- Download Live Your Dream: Education and Training Awards for Women (formerly Women's Opportunity Awards) materials from the SIA website.
- Submit entries to their Soroptimists Celebrating Success! Awards region chair on or before July 1.

August

- 5 Aug: SIWC Board Meeting at Juanita's Office
- 11 Aug: Kids Kottage Ice Cream Social 2:00-3:30 PM
- 12 Aug: SIWC Business Meeting at Tamarack Junction
- 31 Aug: T.A.D.S. BBQ 4:00 PM
- The audit should be performed by a qualified committee of the club, or a qualified accountant, and be completed by August 31.
- Finalize 2017-18 SIWC Budget. Developed by Budget Committee

September

- 2 Sept: SIWC Board Meeting at Juanita's Office
- 9 Sept: Membership Mixer/Business Meeting at Tamarack Junction @ 5:30-7:30 PM
- Remind treasurer/accountant to file IRS Form 990 by November 15.
- Check on Totes supply with Amber at Social Service.
- Distribute Live Your Dream Awards applications. (Application deadline for club-level awards is November 15.)
- September is Hunger Action Month (Sep 8th is Hunger Action Day).

•October

- 7 Oct: SIWC Board Meeting at Juanita's Office
- 12 Oct: District 5 Fall Meeting – SI Truckee Donner
- 14 Oct: SIWC Business Meeting at Tamarack Junction (**Raffle**)
- Celebrate Founders Day on October 3.

November

- 4 Nov: SIWC Board Meeting at Juanita's Office
- 11 Nov: SIWC Business Meeting at Tamarack Junction
- 11 Nov: Senior Santa/Angel Tree Project Kickoff
- 15 Nov: File IRS Form 990 (Treasurer/Accountant)
- 15 Nov: Due Date for Live Your Dream Awards applications
- 25 Nov: International Day to Eliminate Violence Against Women).

December

- 2 Dec: SIWC Board Meeting at Juanita's Office
- 9 Dec: SIWC Business Meeting at Tamarack Junction (Christmas/Holiday Party)
- 10 December: Observe Human Rights Day (also Soroptimist International Day)
- 15 Dec: Submit Nevada forms for non-profit (Accountant)
- Conduct Live Your Dream Awards judging and select a recipient.

January 2020

- 6 Jan: SIWC Board Meeting at Juanita's Office
- 13 Jan: SIWC Business Meeting at Tamarack Junction (**Raffle**)
- 13 Jan: Distribute packets to members for donation solicitations for Mardi Gras in May Fundraiser.
- Remind treasurer that IRS Form 1099 should be provided to last year's Live Your Dream Awards recipient(s), no later than January 31, if the amount of each award is \$600 or more (U.S. clubs).

February

- 3 Feb: SIWC Board Meeting at Juanita's Office
- 10 Feb: SIWC Business Meeting at Tamarack Junction (**Raffle**)
- XX Feb: District 5 Winter Meeting in ??; fundraiser: wine wagon
- Finalize Award Winners
- Forward Live Your Dream Award recipients' names to the district by February 1 (the district must submit the names to the region chair by February 15 deadline).

February/March

- Read and discuss the official call to conference and encourage attendance. Send in conference registration fees by established deadline. In an even-numbered year, study the qualifications of candidates for region offices, as submitted with the call to conference.
- Submit proposal for Soroptimist Club Grant for Women and Girls.
- Begin planning for installation of new officers in June. Order new officer pins and member recognition items from Soroptimist store.

March

- 2 Mar: SIWC Board Meeting at Juanita's Office
- 8 Mar: International Women's Day
- 9 Mar: SIWC Business Meeting at Tamarack Junction - Nominating Committee appointed.
- In a convention year, ensure that the treasurer pays the club convention fee (as established by the federation Board of Directors) online or submits to headquarters no later than March 15. (N/A)
- Consider candidates for federation president-elect and submit mail ballot to SIA headquarters.
- Region chairs must submit Live Your Dream Award recipients' names for federation judging by March 15.

April

- 6 April: SIWC Board Meeting at Juanita's Office
- 13 April: SIWC Business Meeting at Tamarack Junction (**Raffle**)
- 26-28 Apr: Attend the region spring conference. Fundraiser: wine wagon
- In a convention year:
 - Study and discuss the resolutions and amendments to come before the convention body.
 - Complete and submit registration forms to headquarters for delegates and non-delegates attending the federation convention.
- Consider candidates for Fundraising Council and submit mail ballot to SIA headquarters.

May

- 4 May: SIWC Board Meeting at Juanita's Office
- 11 May: SIWC Business Meeting at Tamarack Junction
- 11 May: Election of 2019-20 SIWC Officers
- 11 May: Treasurer issues Dues Invoice for 2019-20
- Ensure that the treasurer reviews the federation dues information and membership roster and remits appropriate funds to headquarters prior to July 1 either online or to SIA headquarters. Roster changes must include terminations made prior to July 1. Payment should include dues for all members; mandatory club liability insurance for all members; voluntary contributions to Founders Pennies and Club Giving to support Soroptimist programs may also be made with the dues payment.
- 16 May: Mardi Gras in May Fundraiser

June

- 1 Jun: SIWC Board Meeting at Juanita's Office
- 8 Jun: SIWC Business Meeting at Tamarack Junction
- 8 Jun: Ensure that club treasurer has collected dues from all members to allow sufficient time to make payment to the federation and region by July 1.
- 8 Jun: At the end of the Business Meeting, install new club officers.
- 8 Jun: Announce Margaret Hall Award winner
- 8 Jun: Program is "Year in Review"
- Facilitate the transition of new club officers and committee chairs through an exchange of materials and joint training sessions. An important part of the club president's responsibility is to ensure that her successor is well-informed and trained.
- Evaluate all club activities for effectiveness and to ensure that all projects and programs are consistent with SIA's mission and goals.
- Notify headquarters of new club president and treasurer either online or by sending Form 200 – due on or by July 1.