

LRCC Critical Milestones

LRCC Important Functions

Month	Day	Time	Function	Method	Area of Responsibility
January					
	1-15		Establish New Committee Chairs	Appoint/Vote	Chief Regent/Board
	7	6:30 PM	Board Meeting	Telecon	Board
	16-31		Committee Chair Selection of Committee Members		All Committee Chairs
	15		Annual Statement-NonProfit Corporation	Form-Mail	Treasurer
			Identify Holiday Party Plan	Meeting	Activity Committee
February					
	1-10		Annual Committee Budget Submission	Email	All Committee Chairs
	4	6:30PM	Board Meeting	Telecon	Board
March					
	TBD		Annual Budget Approval	Vote	Board
	TBD		Annual Budget Approval	Vote	General Membership
	4	6:30PM	Board Meeting	Telecon	Board
			Holiday Party Plan	Vote	General Membership
	31		Club P.O. Box Renewal	Autorenewal	Wayne
April					
	12	6:30PM	Board Meeting	Telecon	Board
			Submission of Club IRS Tax Return - 990-N	Online	Treasurer
			1st Donation to Primary Charities	Check	Treasurer
	18	1:00PM	General Membership Meeting	Meeting	General Membership
			Club Insurance Renewal	Check	Treasurer
May					
	TBD	6:30PM	Board Meeting	Telecon	Board
	16	1:00PM	General Membership Meeting	Meeting	General Membership
	20		Smugmug Renewal	Autorenewal	Wayne
June					
	TBD	6:30PM	Board Meeting	TBD	Board
	20	1:00PM	General Membership Meeting	Meeting	General Membership
July					
	TBD	6:30PM	Board Meeting	TBD	Board
	18	1:00PM	General Membership Meeting	Meeting	General Membership

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August					
			Identification of Membership Renewal Dues & Fees	Newsletter	Board
	TBD	6:30PM	Board Meeting	TBD	Board
	15	1:00PM	General Membership Meeting	Meeting	General Membership
September					
	TBD	6:30PM	Board Meeting	TBD	Board
	30		Membership BoR Notification to Election Chair	Email	General Membership
	19	1:00PM	General Membership Meeting	Meeting	General Membership
October					
	TBD	6:30PM	Board Meeting	TBD	Board
			Publish BoR Candidate List	Newsletter	Board
			Read BoR Candidate List	Meeting	Board
			Final Donation to Primary Charities	Check	Treasurer
	31		Membership Fees Required	Check	Membership Chair
	23		Renew National Corvette Museum membership	Check	Treasurer
	17	1:00PM	General Membership Meeting	Meeting	General Membership
	14		Godaddy Renewal	Autorenewal	Wayne
November					
	TBD	6:30PM	Board Meeting	TBD	Board
			Board of Regent Re-election	Vote	General Membership
	21	1:00PM	General Membership Meeting	Meeting	General Membership
December					
	TBD	6:30PM	Board Meeting	TBD	Board
	5	1:00-5:00PM	Holiday Banquet		Activity Committee



Board of Regents
 Activity Committee
 Membership Chair
 Treasurer
 All Committee Chairs
 General Membership

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			Wayne		