

OFFICE MONITORING CALENDAR

JANUARY	<ul style="list-style-type: none"> • 4th quarter report to judges • Yearly employment agreements signed by staff • 1st quarter payment – 30% • Jan. 15 – State income tax due • Jan. 20 – final expenditure report due to SCAO • Jan. 20 - 4th quarter report to SCAO • Annual meeting • Board meeting
FEBRUARY	<ul style="list-style-type: none"> • Update inventory list • Update succession plans • Board retreat • Executive Committee meeting
MARCH	<ul style="list-style-type: none"> • Petoskey Theatre Party • Board meeting • Report on Board retreat • Review strategic plan • Review by-laws & governance policies • Review marketing plan
APRIL	<ul style="list-style-type: none"> • 1st quarter report to judges • 1st quarter ACVS report due • April 1 – Petoskey/Harbor Spring Community Foundation grant due • April 1 – Charlevoix County Community Foundation grant due • April 15 – State income tax due • National Volunteer Week – middle of month • April 20 – 1st quarter report to SCAO • Executive Committee meeting • Mediator Round Table
MAY	<ul style="list-style-type: none"> • 2nd quarter payment – 30% • Board reviews annual audit • Board meeting • May 1 – Law Day • 40-hour or advanced mediator training
JUNE	<ul style="list-style-type: none"> • Review mediator list • Executive Committee meeting
JULY	<ul style="list-style-type: none"> • 2nd quarter report to judges • 2nd quarter ACVS report due • July 1 – Solicitation license to state due • July 15 – State income tax due • July 20 – 2nd quarter report to SCAO • 3rd quarter payment – 20% • Board meeting
AUGUST	<ul style="list-style-type: none"> • August 1 – Budget modification due to SCAO • Executive Committee meeting

SEPTEMBER	<ul style="list-style-type: none"> • September 1 – NAFCM grant application due • Mediator round table • Board meeting
OCTOBER	<ul style="list-style-type: none"> • 3rd quarter report to judges • 3rd quarter ACVS report due • October 1 – Petoskey/Harbor Spring Community Foundation grant due • October 1 – Charlevoix County Community Foundation grant due • October 20 – 3rd quarter report to SCAO • October 15 – State income tax due • 4th quarter payment – 20 % • October 20 – Conflict Resolution Day • Review funding sources • Staff evaluations • Review remaining benefits, vacation days, etc. for the year with each staff
NOVEMBER	<ul style="list-style-type: none"> • Early bird SCAO grant applications due • Staff retreat* • Board meeting • Report to Board on staff evaluations • Evaluation of Executive Director • Budget presented to Board • Update Staff History
DECEMBER	<ul style="list-style-type: none"> • December 12 – deadline for SCAO grant application • Update job descriptions • Holiday presents distributed • Holiday party • Executive Committee meeting

STAFF RETREAT

- Office policies & procedures
- Weighted caseload
- Fees
- Personnel Policies
- Forms
- Mediator list
- Calendar for upcoming year
- Monitoring calendar
- Recommendations for the board