

OFFICE MONITORING CALENDAR

JANUARY	<ul style="list-style-type: none"> • 4th Quarter Report to Judges • County Invoices • SCAO & ACVS Reports • MAMP Report • CDP Invoice to Charlevoix • Yearly Employment Agreements Signed by Staff • 1st Quarter Payment – 30% • Jan. 15 – State Income Tax Due • Jan. 20 – Final Expenditure Report Due to SCAO • Annual meeting • Board meeting • 501 Alliance Report • Five Outreach for MAMP • Five Outreach for BHMS • Reports (VORP, SEMS, Case YTD, Financials, Small Claims, General Civil, CDP, Sch. Att., Sch. Att. Follow-Up, BHMS), Spec. Ed. • Newsletter • VORP Invoices • Facebook, Instagram & Website • Rent
FEBRUARY	<ul style="list-style-type: none"> • Board Retreat • Review Strategic Plan • Review By-Laws & Governance Policies • Review Marketing Plan • Executive Committee Meeting • Five Outreach for MAMP • Five Outreach for BHMS • Reports (VORP, SEMS, Case YTD, Financials, Small Claims, General Civil, CDP, Sch. Att., Sch. Att. Follow-Up, BHMS), Spec. Ed. • Newsletter • VORP Invoices • Facebook, Instagram & Website • Rent
MARCH	<ul style="list-style-type: none"> • Petoskey Theatre Party • Board Meeting • Report on Board Retreat • Cleaning Day • Five Outreach for MAMP • Five Outreach for BHMS • Reports (VORP, SEMS, Case YTD, Financials, Small Claims, General Civil, CDP, Sch. Att., Sch. Att. Follow-Up, BHMS), Spec. Ed. • Newsletter • VORP Invoices • Facebook, Instagram & Website • Rent

APRIL	<ul style="list-style-type: none"> • 1st Quarter Report to Judges • County Invoices • 1st Quarter SCAO & ACVS Reports • MAMP Report • April 15 – State Income Tax Due • National Volunteer Week – Middle of Month • Executive Committee Meeting • Mediator Round Table • 501 Alliance Report • Five Outreach for MAMP • Five Outreach for BHMS • Reports (VORP, SEMS, Case YTD, Financials, Small Claims, General Civil, CDP, Sch. Att., Sch. Att. Follow-Up, BHMS), Spec. Ed. • Newsletter • VORP Invoices • Facebook, Instagram & Website • Rent
MAY	<ul style="list-style-type: none"> • 2nd Quarter Payment – 30% • Board Reviews Annual Audit • Board Meeting • May 1 – Law Day • Five Outreach for MAMP • Five Outreach for BHMS • Reports (VORP, SEMS, Case YTD, Financials, Small Claims, General Civil, CDP, Sch. Att., Sch. Att. Follow-Up, BHMS), Spec. Ed. • Newsletter • VORP Invoices • Facebook, Instagram & Website • Rent
JUNE	<ul style="list-style-type: none"> • Review Mediator List • Executive Committee Meeting • Cleaning Day • Reports (CDRP08, CDRP08 Part II, CDRP06) • Funding Request Letter to Charlevoix County • Five Outreach for MAMP • Five Outreach for BHMS • Reports (VORP, SEMS, Case YTD, Financials, Small Claims, General Civil, CDP, Sch. Att., Sch. Att. Follow-Up, BHMS), Spec. Ed. • Newsletter • VORP Invoices • Facebook, Instagram & Website • Rent

JULY	<ul style="list-style-type: none"> • 2nd Quarter Report to Judges • County Invoices • 2nd Quarter SCAO & ACVS Reports • MAMP Report • July 1 – Solicitation License to State Due • July 15 – State Income Tax Due • 3rd Quarter Payment – 20% • Board Meeting • 501 Allaince Report • Five Outreach for MAMP • Five Outreach for BHMS • Reports (VORP, SEMS, Case YTD, Financials, Small Claims, General Civil, CDP, Sch. Att., Sch. Att. Follow-Up, BHMS), Spec. Ed. • Newsletter • VORP Invoices • Facebook , Instagram & Website • Rent
AUGUST	<ul style="list-style-type: none"> • August 1 – Budget Modification Due to SCAO • Executive Committee Meeting • CDP Funding Contract to Charlevoix County • VORP Funding Contract to Emmet County • Five Outreach for MAMP • Five Outreach for BHMS • Reports (VORP, SEMS, Case YTD, Financials, Small Claims, General Civil, CDP, Sch. Att., Sch. Att. Follow-Up, BHMS), Spec. Ed. • Newsletter • VORP Invoices • Facebook, Instagram & Website • Rent
SEPTEMBER	<ul style="list-style-type: none"> • Board meeting • Funding Request Letter to Emmet County • Five Outreach for MAMP • Five Outreach for BHMS • Reports (VORP, SEMS, Case YTD, Financials, Small Claims, General Civil, CDP, Sch. Att., Sch. Att. Follow-Up, BHMS), Spec. Ed. • Newsletter • VORP Invoices • Advanced Mediator Training – Court System – September 22 • Facebook, Instagram & Website • Rent • Cleaning Day

OCTOBER	<ul style="list-style-type: none"> • 3rd Quarter Report to Judges • County Invoices • 3rd Quarter SCAO & ACVS Reports • MAMP Report • October 15 – State Income Tax Due • 4th Quarter Payment – 20 % • October 20 – Conflict Resolution Day • Review Funding Sources • 501 Alliance Report • Letter to Schools • Five Outreach for MAMP • Five Outreach for BHMS • Reports (VORP, SEMS, Case YTD, Financials, Small Claims, General Civil, CDP, Sch. Att., Sch. Att. Follow-Up, BHMS), Spec. Ed. • Newsletter • VORP Invoices • Advanced Mediator Training – Parenting Time – October 27 • Facebook, Instagram & Website • Rent • Evaluation of Executive Director • Staff Evaluations • Review Remaining Benefits, Vacation Days, etc. for the Year with Each Staff Member
NOVEMBER	<ul style="list-style-type: none"> • Early Bird SCAO Grant Applications Due • Staff Retreat* • Board Meeting • Report to Board on Staff Evaluations • Budget Presented to Board • Update Staff History • Donor Campaign Letter • Five Outreach for MAMP • Five Outreach for BHMS • Reports (VORP, SEMS, Case YTD, Financials, Small Claims, General Civil, CDP, Sch. Att., Sch. Att. Follow-Up, BHMS), Spec. Ed. • Newsletter • VORP Invoices • Facebook, Instagram & Website • Rent

DECEMBER	<ul style="list-style-type: none"> • December 12 – deadline for SCAO grant application • Update Job Descriptions • Update Succession Plans • Holiday Presents Distributed • Holiday Party • Executive Committee Meeting • Orientation for New Board Members • Five Outreach for MAMP • Five Outreach for BHMS • Reports (VORP, SEMS, Case YTD, Financials, Small Claims, General Civil, CDP, Sch. Att., Sch. Att. Follow-Up, BHMS), Spec. Ed. • Newsletter • VORP Invoices • Facebook, Instagram & Website • Rent • Purge & Shred Documents Older than 7 Years • Cleaning Day
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STAFF RETREAT

- Office Policies & Procedures
- Weighted Caseload
- Fees
- Personnel Policies
- Forms
- Mediator List
 - Advanced Training Status
 - Background Checks
 - Activity
- Calendar for Upcoming Year
- Monitoring Calendar
- Recommendations for the Board
- Inventory List