

# BVCC Foundation – Fiscal Year 2024 Calendar

Fiscal Year 2024: July 1, 2023 through June 30, 2024

<p><b>JULY 18, 2023 (5:30 PM)</b>  <u>Annual Meeting</u>                  Required business</p> <ul style="list-style-type: none"> <li>Present annual officer reports; transact needed business; elect voting directors from slate of nominees; elect board officers;<sup>1</sup> designate ex-officio directors; adopt time &amp; place for the year’s four required regular meetings</li> </ul> <p>Suggested business</p> <ul style="list-style-type: none"> <li>Establish a fundraising committee with three directors appointed by board chair</li> </ul> <p><b>AUGUST 2023</b></p> <ul style="list-style-type: none"> <li>Chair appoints two audit committee members; audit committee chair is treasurer<sup>2</sup></li> <li>Chair appoints three fundraising committee members; fundraising committee chair chosen by fundraising committee members</li> </ul> <p><b>SEPTEMBER 20, 2023 (5:45 PM)</b>  <u>1<sup>st</sup> Regular Meeting</u>                  Suggested business</p> <ul style="list-style-type: none"> <li>Approve annual budget with fundraising targets;<sup>3</sup> approve insurance contract; approve audit contract; approve annual fundraising plan<sup>4</sup></li> <li>By-laws review: Articles I-III<sup>5</sup></li> </ul> <p><b>OCTOBER 2023</b></p> <ul style="list-style-type: none"> <li>Treasurer submits state and federal tax returns for fiscal year ending previous June 30</li> </ul> <p><b>NOVEMBER 8, 2023 (5:45 PM)</b>  <u>2<sup>nd</sup> Regular Meeting</u>                  Suggested business</p> <ul style="list-style-type: none"> <li>By-laws review: Articles IV-VI</li> </ul> <p><b>DECEMBER 2023</b></p> <ul style="list-style-type: none"> <li>Possible fundraising event/campaign?</li> </ul>	<p><b>JANUARY 2024</b></p> <ul style="list-style-type: none"> <li>Secretary submits annual report to Montana Secretary of State</li> </ul> <p><b>FEBRUARY 7, 2024 (5:45 PM)</b>  <u>3<sup>rd</sup> Regular Meeting</u>                  Suggested business</p> <ul style="list-style-type: none"> <li>Audit committee report (<i>presented at first regular meeting after receipt of external audit report</i>)</li> <li>By-laws review: Articles VII-IX</li> </ul> <p><b>MARCH 2024</b></p> <ul style="list-style-type: none"> <li>Possible fundraising event/campaign?</li> </ul> <p><b>APRIL 17, 2024 (5:45 PM)</b></p> <ul style="list-style-type: none"> <li>Chair appoints two directors to nominating committee (<i>at least 60 days before annual meeting</i>), nominating committee chair is secretary</li> </ul> <p><u>4<sup>th</sup> Regular meeting</u>                  Required business</p> <ul style="list-style-type: none"> <li>Set annual meeting date</li> </ul> <p>Suggested business</p> <ul style="list-style-type: none"> <li>Establish annual meeting planning committee with three directors appointed by board chair; annual meeting planning committee chair chosen by annual meeting planning committee members</li> </ul> <p><b>MAY 2024</b></p> <ul style="list-style-type: none"> <li>Nominating committee provides directors with slate of nominees to fill annual voting director vacancies (<i>provided at least 30 days prior to annual meeting</i>)</li> <li>Secretary provides written notice of annual meeting to all directors (<i>provided at least 30 days prior to annual meeting</i>)</li> </ul> <p><b>JUNE 2024</b></p> <ul style="list-style-type: none"> <li>Annual meeting planning committee organizes annual meeting</li> </ul>
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<sup>1</sup> Chair, vice chair, and secretary are 1-year terms; treasurer is a 2-year term  
<sup>2</sup> Tory Clark offers to assist audit committee in identifying an external auditor  
<sup>3</sup> Tory Clark offers to draft budget in collaboration with treasurer; fundraising targets are developed in consultation with BVCC Trustees  
<sup>4</sup> Fundraising plan is developed by fundraising committee in consultation with BVCC trustees  
<sup>5</sup> If changes to by-laws are recommended, changes are finalized at next regular meeting following written notice to all directors from secretary