

**LLI BUSINESS CALENDAR
2023-2024**

July

- July 1:** Fiscal year begins
Terms of office begin for some Board and Curriculum Council members
- July 7:** **Curriculum Council meeting**
- July 14:** **Board meeting:**
Adopt the LLI Business Calendar
Determine Scholarship amounts
- July 31:** Eblast Fall catalog information
Continue planning for Holiday Luncheon

August

- August 4:** **Curriculum Council meeting:**
Appoint Chairs for Curriculum Council Standing Committees
- August 7:** Open OLR site for Fall course browsing
- August 11:** **Board meeting:**
Create N&RC open position(s) candidate list
Appoint Chairs for all Standing Committees, except the N&RC Committee
- August 14:** Begin registration for Fall activities
- August 31:** Membership year ends
Terms of office end for Chairs of Board and Curriculum Council Standing Committees
- Update and process with WCC IT the Copy Machine/Internet Access logins (N-numbers)

September

- September 1:** Membership year begins
Terms of office begin for Chairs of Board and Curriculum Council Standing Committees
- Curriculum Council meeting**
- September 5:** Fall curricular activities begin
- September 8:** **Board meeting**
- September 20:** Insurance premiums due
Deadline to submit Spring course proposals
- Distribute quarterly Newsletter and post to Website

October

- October 6:** **Curriculum Council meeting:**
Discuss and approve Spring semester course proposals
- October 13:** **Board meeting:**
Review and approve Spring semester course proposals
- October 20:** Volunteer Brunch
Email/mail Holiday Luncheon invitations to LLI members, scholarship recipients, VIPs and WCC contacts
Distribute current Membership Directory to Board and Curriculum Council members

November

- November 3:** **Curriculum Council meeting**
- November 10:** **Board Meeting**
WCC Scholarship Fest

December

December 1: Curriculum Council meeting

December 7: Holiday Luncheon

December 8: Board meeting

Distribute quarterly Newsletter and post to Website

Begin Spring Luncheon planning

January

January 2: Eblast Spring catalog information

January 5: Curriculum Council meeting

January 8: Open OLR site for Spring course browsing

January 12: Board meeting

January 15: Begin registration for Spring activities

February

February 2: Curriculum Council meeting

February 5: Spring curricular activities begin

February 9: Board meeting:

Approve Spring luncheon/Annual Business meeting date, location and budget

February 20: Deadline to submit Summer course proposals

Update and process the Copy Machine/Internet Access logins with WCC IT (N-numbers)

March

March 1: Curriculum Council meeting:

Discuss and approve Summer course proposals

March 8: Board meeting:

Review and approve Summer course proposals

Board members to submit budget requests for next fiscal year

Distribute quarterly Newsletter and post to Website

Email/mail Spring Luncheon/Annual Business Meeting invitations

Treasurer, President and WCC Liaison begin budget preparation for next fiscal year

April

April 5: Curriculum Council meeting

April 12: Board meeting:

Receive the report of the Nominating & Recruiting Committee

Approve nominations to elective offices

Treasurer presents budget for review

Update and process the Copy Machine/Internet Access logins with WCC IT (N-numbers)

Email ballots to LLI members if necessary

Distribute the current Membership List to Board and Curriculum Council members

Treasurer to begin review of insurance coverage

Board members are notified to provide annual position summaries to President by May Board meeting

May

- May 3:** Curriculum Council meeting
- May 6** Eblast Summer catalog information
- May 10:** Board meeting:
Adopt a budget for the next fiscal year
Board members to submit annual position summaries
- May 13** Begin registration for Summer activities
- May 20** Deadline to submit Fall semester course proposals
- May 21** Email Annual Report to members
- May/June** Spring Luncheon/Annual Business meeting
- Submit LLI budget to WCC
- Receive notification of LLI Scholarship recipients
- Begin planning for the Holiday Luncheon: date, location and budget

June

- June 3** Begin Summer curriculum activities
- June 7:** Curriculum Council meeting:
Discuss and approve Fall semester course proposals
- June 14:** Board meeting:
Review and approve Fall semester course proposals
Approve Holiday Luncheon date, location, and budget
- June 30** Fiscal year ends
- June 30** Terms of office end for some Board and Curriculum members
- Distribute quarterly Newsletter and post to Website

Note:

All regular Curriculum Council meetings are held the 1st Friday monthly from 9 – 11 am.
All regular Board meetings are held the 2nd Friday monthly from 9 – 11 am.
Dates for both are noted in the calendar and are open to all members.