

**LLI BUSINESS CALENDAR
2024-2025**

July

- July 1:** Fiscal year begins
Terms of office begin for some Board and Curriculum Council members
- July 5:** **Curriculum Council meeting**
Select a member to Chair the Curriculum Council
Select Board representatives from the Curriculum Council
- July 12:** **Board meeting:**
Adopt the LLI Business Calendar
Determine Scholarship amounts
Continue planning for Holiday Luncheon

August

- August 2:** **Curriculum Council meeting:**
Appoint Chairs for Curriculum Council Standing Committees
- August 5:** Eblast the opening of OLR site for Fall course browsing
- August 9:** **Board meeting:**
Create N&RC open position(s) candidate list
Appoint Chairs for all Standing Committees, except the N&RC Committee
- August 12:** Begin registration for Fall activities
Fall Kickoff Open House
- 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)
Review and update ZOOM licenses

September

- September 1:** Membership year begins
Terms of office begin for Chairs of Board and Curriculum Council Standing Committees
- September 3:** Fall curricular activities begin
- September 6:** **Curriculum Council meeting**
- September 13:** **Board meeting**
- September 20:** Insurance premiums due
Deadline to submit Spring course proposals
Distribute quarterly Newsletter and post to Website

October

- October 4:** **Curriculum Council meeting:**
Discuss and approve Spring semester course proposals
- October 11:** **Board meeting:**
Review and approve Spring semester course proposals
Email/mail Holiday Luncheon invitations to LLI members, scholarship recipients, VIPs and WCC contacts
Mail Volunteer Survey to LLI members

November

- November 1:** **Curriculum Council meeting**
- November 8:** **Board Meeting**

WCC Scholarship Fest

December

December 5: LLI Holiday Luncheon

December 6: Curriculum Council meeting

December 13: Board meeting

Distribute quarterly Newsletter and post to Website

Begin Spring Luncheon planning

January

January 5: Curriculum Council meeting

January 6: Eblast the opening of OLR site for Spring course browsing

January 10: Board meeting

January 13: Begin registration for Spring activities

February

February 3: Spring curricular activities begin

February 7: Curriculum Council meeting

February 14: 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)

Review and update ZOOM licenses

March

March 7: Curriculum Council meeting:

Discuss and approve Summer course proposals

March 14: 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 4: Curriculum Council meeting

April 11: 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

Treasurer to begin review of insurance coverage

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

May

May 2: Curriculum Council meeting

May 5: Eblast Summer catalog information

May 9: Board meeting:

Adopt a budget for the next fiscal year

Board members to submit annual position summaries
May 12 **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
President prepares the Annual Report prior to the Annual Business meeting
Begin planning for the Holiday Luncheon: date, location and budget

June

June 2: **Begin Summer curriculum activities**
June 6: **Curriculum Council meeting:**
 Discuss and approve Fall semester course proposals
June 13: **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 9:30– 11:30 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.