

Keweenaw Co-op Board of Directors Annual Agenda Cycle/Monitoring Schedule

Month	Period	
JANUARY		
• GM Monthly Update Report	Monthly	Curt
• Relocation Guidance	Monthly	Curt
• EL 5 Treatment of Consumers	Biannually	Mngmt. team
• EL 7 Communication to the Board	Annually	Curt
• EL 8 Board Logistical Support	Annually	Curt
• <i>Nominating Committee presents slate of Candidates to Board</i>	Annually	NComm
• <i>Set date for Annual meeting/discuss</i>	Annually	Board
• <i>additions to newsletter</i>	Annually	Board
• <i>Appoint Patronage Refund Committee,</i>	Annually	Board
• <i>Consider Presenters for Annual Meeting</i>	Annually	Board
FEBRUARY		
• GM Monthly Update Report	Monthly	Curt
• Relocation Guidance	Monthly	Curt
• <i>Board review of External Audit Report</i>	Annually	Board
• <i>Define/assign tasks for Annual Meeting</i>	Annually	Board
MARCH		
• GM Monthly Update Report	Monthly	Curt
• Relocation Guidance	Monthly	Curt
• E Ends	Annually	Curt
• EL 1 Financial Condition	Quarterly	Curt
• GP 1 Governing Style	Annually	Board
• GP 8 Governance Investment	Biannually	Board
APRIL		
• GM Monthly Update Report	Monthly	Curt
• Relocation Guidance	Monthly	Curt
• <i>Board hosts Annual Meeting</i>	Annually	Board
• <i>Schedule and plan Board Orientation/Annual Planning Meeting</i>	Annually	Board
MAY		
• GM Monthly Update Report	Monthly	Curt
• Relocation Guidance	Monthly	Curt
• GP 4 Board Meetings	Annually	Board
• GP 6 Officers' Roles	Annually	Board
• <i>Board Discuss GM Evaluation Process</i>	Annually	Board
JUNE		
• GM Monthly Update Report	Monthly	Curt
• Relocation Guidance	Monthly	Curt
• EL 1 Financial Condition	Quarterly	Curt
• EL 2 Planning and Budgeting	Biannually	Curt
• EL 5 Treatment of Consumers	Biannually	Mngmt. Team
• EL11 Social Media	Biannually	Curt
• B-GM 1-4 Board Management Relationship	Annually	Board
• GP 5 Directors' Code of Conduct	Annually	Board

- *Select GM Evaluation Committee* Annually Board
- CCMA Conference Annually TBA

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JULY			
• GM Monthly Update Report	Monthly		Curt
• Relocation Guidance	Monthly	Curt	
• EL 4 Owner Rights and Responsibilities	Annually		Curt
• <i>CCMA Conference attendees report to Board</i>	Annually	TBA	
AUGUST			
• GM Monthly Update Report	Monthly		Curt
• Relocation Guidance	Monthly	Curt	
• <i>Executive Committee presents Board Evaluation of GM</i>	Annually	Officers	
SEPTEMBER			
• GM Monthly Update Report	Monthly		Curt
• Relocation Guidance	Monthly	Curt	
• EL 1 Financial Condition	Quarterly		Curt
• GP 2 The Board's Job	Annually	Board	
• GP 8 Governance Investment	Biannually	Board	
OCTOBER			
• GM Monthly Update Report	Monthly		Curt
• Relocation Guidance	Monthly	Curt	
• EL 3 Asset Protection	Annually	Curt	
• <i>GP 8.3 Approve Annual Governance Budget</i>	Annually	Board	
• Select Nominations Committee	Annually		Board
NOVEMBER			
• GM Monthly Update Report	Monthly		Curt
• Relocation Guidance	Monthly	Curt	
• EL 6 Staff Treatment and Compensation	Annually		Curt
• GP 3 Agenda Planning	Annually		Board
• <i>Bylaws 4.8 Initiate Audit Review Process</i>	Annually		Board
DECEMBER			
• GM Monthly Update Report	Monthly		Curt
• Relocation Guidance	Monthly	Curt	
• EL 1 Financial Condition	Quarterly		Curt
• EL 2 Planning and Budgeting	Biannually	Curt	
• EL 9 GM Succession	Annually	Curt	
• EL11 Social Media	Biannually		Curt
• GP 7 Board Committee Principles	Annually		Board

