

**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

