

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

Month	Frequency	Reported by
<b>JANUARY</b>		
○ GM Monthly Update Report	Monthly	Curt
○ Relocation Guidance	Monthly	Curt
○ 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	Nominating Comm.
○ <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
<b>FEBRUARY</b>		
○ 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
<b>MARCH</b>		
○ 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
<b>APRIL</b>		
○ GM Monthly Update Report	Monthly	Curt
○ Relocation Guidance	Monthly	Curt
○ Board hosts Annual Meeting	Annually	Board
○ Schedule and plan Board Orientation/ Annual Planning Meeting	Annually	Board
<b>MAY</b>		
○ GM Monthly Update Report	Monthly	Curt
○ Relocation Guidance	Monthly	Curt
○ EL 5 Treatment of Consumers	Biannually	Management Team
○ GP 4 Board Meetings	Annually	Board
○ GP 6 Officers' Roles	Annually	Board
○ <i>Board Discussion of GM Evaluation Process</i>	Annually	Board
<b>JUNE</b>		
○ GM Monthly Update Report	Monthly	Curt
○ Relocation Guidance	Monthly	Curt
○ EL 1 Financial Condition	Quarterly	Curt
○ EL 2 Planning and Budgeting	Biannually	Curt
○ EL10 Social Media	Biannually	Curt
○ B-GM 1-4 Board Management Relationship	Annually	Board
○ GP 5 Directors' Code of Conduct   Board signs document	Annually	Board
○ <i>Select GM Evaluation Committee</i>	Annually	Board
○ CCMA Conference	Annually	TBA

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<b>JULY</b>		
○ GM Monthly Update Report	Monthly	Curt
○ Relocation Guidance	Monthly	Curt
○ EL 4 Owner Rights and Responsibilities	Annually	Curt
○ CCMA Conference attendees report to Board	Annually	TBA
<b>AUGUST</b>		
○ GM Monthly Update Report	Monthly	Curt
○ Relocation Guidance	Monthly	Curt
○ Executive Committee presents Board Evaluation of GM	Annually	Officers
<b>SEPTEMBER</b>		
○ 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
○ Select Nominations Committee	Annually	Board
<b>OCTOBER</b>		
○ GM Monthly Update Report	Monthly	Curt
○ Relocation Guidance	Monthly	Curt
○ EL 3 Asset Protection	Annually	Curt
○ EL 5 Treatment of Consumers	Biannually	Management Team
○ GP 8.3 Approve Annual Governance Budget	Annually	Board
<b>NOVEMBER</b>		
○ GM Monthly Update Report	Monthly	Curt
○ Relocation Guidance	Monthly	Curt
○ EL 6 Staff Treatment and Compensation	Annually	Curt
○ GP 3 Agenda Planning	Annually	Board
○ Bylaws 4.8 Initiate Audit Review Process	Annually	Board
○ Invite selected board candidates as nominees	Annually	Nom.Comm.
<b>DECEMBER</b>		
○ 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
○ EL10 Social Media	Biannually	Curt
○ GP 7 Board Committee Principles	Annually	Board