

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

<b>Month</b>	<b>Period</b>	
<b>JANUARY</b>		
● GM Monthly Update Report	Monthly	Curt
● EL10 Expansion Policy	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
<b>FEBRUARY</b>		
● GM Monthly Update Report	Monthly	Curt
● EL10 Expansion Policy	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
● EL10 Expansion Policy	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
● EL10 Expansion Policy	Monthly	Curt
● <i>Board hosts Annual Meeting</i>	Annually	Board
● <i>Schedule and plan Board Orientation/ Annual Planning Meeting</i>	Annually	Board
<b>MAY</b>		
● GM Monthly Update Report	Monthly	Curt
● EL10 Expansion Policy	Monthly	Curt
● GP 4 Board Meetings	Annually	Board
● GP 6 Officers' Roles	Annually	Board
● <i>Board Discuss GM Evaluation Process</i>	Annually	Board
<b>JUNE</b>		
● GM Monthly Update Report	Monthly	Curt
● EL10 Expansion Policy	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
● <i>Select Nomination committee</i>	Annually	Board
● CCMA Conference	Annually	TBA

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Month	Period	
<b>JULY</b>		
● GM Monthly Update Report	Monthly	Curt
● EL10 Expansion Policy	Monthly	Curt
● EL 4 Owner Rights and Responsibilities	Annually	Curt
● <i>CCMA Conference attendees report to Board</i>	Annually	TBA
● <i>Executive Committee presents Board Evaluation of GM</i>	Annually	Officers
<b>AUGUST</b>		
● GM Monthly Update Report	Monthly	Curt
● EL10 Expansion Policy	Monthly	Curt
<b>SEPTEMBER</b>		
● GM Monthly Update Report	Monthly	Curt
● EL10 Expansion Policy	Monthly	Curt
● EL 1 Financial Condition	Quarterly	Curt
● GP 2 The Board's Job	Annually	Board
● GP 8 Governance Investment	Biannually	Board
<b>OCTOBER</b>		
● GM Monthly Update Report	Monthly	Curt
● EL10 Expansion Policy	Monthly	Curt
● EL 3 Asset Protection	Annually	Curt
● <i>GP 8.3 Approve Annual Governance Budget</i>	Annually	Board
<b>NOVEMBER</b>		
● GM Monthly Update Report	Monthly	Curt
● EL10 Expansion Policy	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
<b>DECEMBER</b>		
● GM Monthly Update Report	Monthly	Curt
● EL10 Expansion Policy	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