

Keweenaw Co-op Board of Directors Board Calendar & Monitoring Schedule

as of June 8, 2022

JANUARY

o Essential GM Monthly Updates	Monthly	Curt
o EL 7 Communication to the Board	Annually	Curt
o EL 8 Board Logistical Support	Annually	Curt
o Board Work Group Updates	Monthly	Board
o New Owner Welcome Letters	Monthly	Board
o Nominations Committee Update	Seasonally	Committee
o Set date for Annual meeting/discuss	Annually	Board
• Additions to newsletter	Annually	Board
• Appoint Patronage Refund Committee,	Annually	Board
• Consider Presenters for Annual Meeting	Annually	Board

FEBRUARY

o Essential GM Monthly Updates	Monthly	Curt
o Welcome potential board nominees present	Seasonally	Board
o Board Work Group Updates	Monthly	Board
o Review/Amend Board Work Group Charters	Biannually	Board
o New Owner Welcome Letters	Monthly	Board
o Define/assign tasks for Annual Meeting	Annually	Board
o Nominations Committee Update	Seasonally	Committee

MARCH

o Essential GM Monthly Updates	Monthly	Curt
o Welcome potential board nominees present	Seasonally	Board
o Board Work Group Updates	Monthly	Board
o New Owner Welcome Letters	Monthly	Board
o E Ends	Annually	Curt
o EL 1 Financial Condition	Quarterly	Curt
o GP 1 Governing Style	Annually	Board
o Report from Patronage Refund Committee	Annually	Committee
o Nominations Committee Presents Slate of Candidates to Board	Annually	Committee

APRIL

o Essential GM Monthly Updates	Monthly	Curt
o Board Work Group Updates	Monthly	Board
o New Owner Welcome Letters	Monthly	Board
o Board review of Financial Review/Audit Report	Annually	Board
o Host Annual Meeting	Annually	Board
o Hold Organizational & Housekeeping Meeting (after annual meeting)	Annually	Board
o Elect Officers		
o Orient new members/schedule board training		
o Sign Board Code of Conduct		

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Month	Frequency	Reported by
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MAY

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|---|-----------|-----------|
| o Essential GM Monthly Updates | Monthly | Curt |
| o Revisit GM Relocation Reduced Reporting Timeline | 2023 only | Curt |
| o EL 9 GM Succession | Annually | Curt |
| o Board Work Group Updates | Monthly | Board |
| o Standing Committee Review - Nominating/Annual Meeting | Annually | Committee |
| o New Owner Welcome Letters | Monthly | Board |
| o GP 4 Board Meetings | Annually | Board |
| o Approve Draft Annual Meeting Minutes | Annually | Board |

JUNE

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|-----------------------------------|-----------|-------|
| o Essential GM Monthly Updates | Monthly | Curt |
| o Board Work Group Updates | Monthly | Board |
| o New Owner Welcome Letters | Monthly | Board |
| o EL 1 Financial Condition | Quarterly | Curt |
| o GP 5 Directors' Code of Conduct | Annually | Board |
| o Select GM Evaluation Committee | Annually | Board |
| o CCMA Conference | Annually | TBA |

JULY

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|---|------------|-----------|
| o Essential GM Monthly Updates | Monthly | Curt |
| o EL 2 Planning and Budgeting | Biannually | Curt |
| o EL 4 Owner Rights and Responsibilities | Annually | Curt |
| o B-GM 1-4 Board Management Relationship | Annually | Board |
| o Board Work Group Updates | Monthly | Board |
| o Standing Committee Review - Patronage | Annually | Committee |
| o New Owner Welcome Letters | Monthly | Board |
| o CCMA Conference attendees report to Board | Annually | TBA |

AUGUST

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|--|------------|-------|
| o Essential GM Monthly Updates | Monthly | Curt |
| o Board Work Group Updates | Monthly | Board |
| o Review/Amend Board Work Group Charters | Biannually | Board |
| o New Owner Welcome Letters | Monthly | Board |
| o EL 5 Treatment of Customers | Annually | Curt |
| o GP 8 Governance Investment | Annually | Board |

SEPTEMBER

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|---|-----------|-----------|
| o Essential GM Monthly Updates | Monthly | Curt |
| o EL 1 Financial Condition | Quarterly | Curt |
| o Board Work Group Updates | Monthly | Board |
| o New Owner Welcome Letters | Monthly | Board |
| o GP 2 The Board's Job | Annually | Board |
| o Submit Draft Governance Budget | Annually | Treasurer |
| o Executive Committee presents Board Evaluation of GM | Annually | Officers |
| o Select Nominations Committee | Annually | Board |

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OCTOBER		
o Essential GM Monthly Updates	Monthly	Curt
o Board Work Group Updates	Monthly	Board
o New Owner Welcome Letters	Monthly	Board
o EL 3 Asset Protection	Annually	Curt
o GP 6 Officers' Roles	Annually	Board
o GP 8.3 Approve Annual Governance Budget	Annually	Board
o Nominations Committee Update	Seasonally	Committee
o Begin Board Admin. Evaluation Process	Annually	Board
NOVEMBER		
o Essential GM Monthly Updates	Monthly	Curt
o Board Work Group Updates	Monthly	Board
o New Owner Welcome Letters	Monthly	Board
o EL 6 Staff Treatment and Compensation	Annually	Curt
o GP 3 Agenda Planning	Annually	Board
o Board Admin. Eval. Committee report to Board	Annually	Board
o Standing Committee Review - GM Evaluation	Annually	President
o Nominations Committee Update	Seasonally	Committee
DECEMBER		
o Essential GM Monthly Updates	Monthly	Curt
o Board Work Group Updates	Monthly	Board
o New Owner Welcome Letters	Monthly	Board
o EL 1 Financial Condition	Quarterly	Curt
o EL 2 Planning & Budgeting	Biannually	Curt
o GP 7 Board Committee Principles	Annually	Board
o Nominations Committee Update	Seasonally	Committee
o Board President presents annual review to Board Admin.	Annually	Board