

**UUA GOVERNANCE MANUAL**  
**APPENDIX 3.B AGENDA PLANNING RECURRING EVENTS**

**Revision History:**

1. 20 April2008: Version F2 was affirmed by the Board of Trustees for posting on the web at the meeting of 20April2008.

**APPENDIX 3.B Agenda Planning Recurring Events**

**ACTION PLAN:** We need to spread out this schedule evenly over the calendar year, to avoid untenable workloads for Board and staff at the time of the Board meeting.

<b>Board Mtg Date</b>	<b>Task</b>
January	<ul style="list-style-type: none"> <li>A. Awards Committee report in executive session and vote on award recipient</li> <li>B. President presents report providing an overview of goals and objectives for the fiscal year beginning on July 1. The report will identify new initiatives proposed for the upcoming fiscal year.</li> <li>C. Examine and address the following monitoring reports: 2.0 – 2.7.</li> </ul>
February 1st	Membership number of a congregation certified for General Assembly is due.
April	<ul style="list-style-type: none"> <li>A. Position statements for General Assembly consideration will be assigned during the April Board meeting and drafted and circulated prior to the June meeting that precedes General Assembly.</li> <li>B. Present operating and capital budgets for the fiscal year beginning July 1 as well as the proposed budget for the following fiscal year.</li> <li>C. Examine and address the following monitoring reports: 1.0.</li> <li>D. Conduct Board self-assessments on Policies 4.0-4.5</li> </ul>
June	Examine and address the following monitoring reports: 2.8-2.10
October	<ul style="list-style-type: none"> <li>A. UU/UN report due</li> <li>B. Call for nominations for the Distinguished Service Award</li> <li>C. Examine and address the following monitoring reports: 3.0-3.8</li> </ul>