

UUC – Timeline for fiscal year

Revised July 2010

<i>Date</i>	<i>Event</i>
July July July 1 July 4 July 8 July 22 July 17 July 18-24	Annual Poetry Slam Service Fiscal year begins Annual July 4 th picnic (at UUC) Board meeting Newsletter deadline Pre-SUUSI potluck SUUSI, Radford Univ. campus
August August 12 August 15 August 21 August 26 August August – 4 th or 5 th Saturday (28 th) August – last Sunday (29 th)	Board meeting RE registration begins Board retreat Newsletter deadline Administrator updates P&P manual and timeline RE teacher orientation training Water Service - intergenerational
September September – Labor Day weekend September – 1 st Sunday after Labor Day (12 th) September 9 September September 12 September 12 September 23 September	RenewUUal - AltaMons Begin RE classes 1.3.1 Board meeting Web site update: Minister (sermons), DRE (RE pages), administrator (P&P, Time line) working with Webmaster Meet the Board Sunday Council of committee chairs meeting Newsletter deadline Circle Suppers resume
October October – early in month October 3 October 14 (2 nd Thur) October 23 October 28 October - Saturday of or before Halloween (30 th) Late October October	Treas. sends out quarterly pledge report Teacher & youth advisor dedication Board meeting Service Auction Newsletter deadline RE “It’s Scary to be Hungry” food collection Exploring Membership Session Fall directory published and mailed
November Early November November November 11 November November – Sunday before Thanksgiving (21 st) November – Thanksgiving (25 th) November 25	New Member Sunday Youth Service (YRUU) Board meeting GAYT boxes passed out Intergenerational service Turkey dinner with our chosen family Newsletter deadline (may be modified because of vacations schedules)

<p>December December 1st Saturday (4th) December 9 December December – 2nd Sunday (12th) December 19 December 23 December 24 December – Sunday after Christmas (26th)</p>	<p>Advent Garden December Board meeting Set up Christmas tree Mitten Tree service Intergenerational Service Newsletter deadline (may be modified because of vacations schedules) Christmas Eve Service One combined RE class</p>
<p>January Early January January January 13 January Late January January 27</p>	<p>Treas. (Administrator) sends out tax letters and quarterly reports GAYT boxes collected, money sent to UUSC Board meeting President-elect convenes nominating committee (leadership development committee) Exploring Membership Session Newsletter deadline</p>
<p>February Early February February – Saturday close to Valentine’s Day (12th) February – Sunday after RE appreciation evening out (13th) February 10 February February February February 13 February 24 February 27</p>	<p>New Member Sunday Teacher & youth advisor appreciation evening out Teacher & youth advisor appreciation luncheon Board meeting Directory Update published Staff evaluations for DRE, Administrator, music director TJD Anti-racism conference Intergenerational Service Newsletter deadline Latest possible date for slate of nominees to be published if earliest possible annual meeting date Article VI-B-2</p>
<p>March March 13 March 10 March March 17 March 20 March 27 March 24</p>	<p>Latest possible date for notice of annual meeting if held on earliest possible meeting date Article V-C-1 Board meeting Annual stewardship campaign Latest possible date for nominations by petition to be published if earliest possible annual meeting date Article VI-B-3 Earliest possible date for information meeting Article V-C-2 Earliest possible date for annual meeting Article V-A Newsletter deadline</p>

April Early April Early April April 14 April Late April April 21 April 24	Treas. sends out quarterly pledge report Board initiates procedure and fixes date for the annual volunteer awards Board meeting/GA delegates selected TJD Annual meeting Exploring Membership Session Newsletter deadline Intergenerational Service (Easter Sunday)
May Early May May 12 May 12 May 26 May 29	New Member Sunday Board meeting Latest possible day for slate of nominees to be published before latest possible annual meeting Article VI-B-2 Newsletter deadline Last regular R.E. classes 1.3.1 Latest possible day for notice of annual meeting Article V-C-1
June June 2 June 5 June 5 June 9 June 12 (2 nd Sunday) June 12 June 23 June June June 19 – 3 rd Sunday June – last weekend Wed. - Sunday June 30 June 30 June 30	Latest possible day for nominations by petition published for latest possible annual Congregational meeting date Article VI-B-3 Teacher recognition on lower level during service Latest possible date for information meeting Article V-C-2 Board meeting, approve Minister’s package Flower Communion - intergenerational Latest possible day for Annual Congregational Meeting Article V-A Newsletter deadline Committee end-of-year reports presented to congregation at Congregational meeting Treas. sends budget to bookkeeper Summer RE program begins General Assembly Treas. sends out quarterly pledge report End of fiscal year Trustees arrange for internal audit of books

Citations such as 1.3.1 refer to Policy Manual. Citations such as Article V-A refer to Bylaws. Both can be found on UUC Web site – <http://www.uucnr.org/uuc-governance.html>

President, Minister, and Administrator should meet to determine the calendar, reserve dates, plug in floating dates for the current year.

Refer to cumulative calendar <http://www.uucnr.org/calendar-cumulative.html> for historical view.

Dates for Congregational meetings and other events can be found on our Web calendar at uucnr.org/webcalendar.html as they are set.

Floating deadlines:

Board agenda

Before the end of the first Sunday service on the Sunday immediately preceding the monthly Board meeting, the agenda shall be posted in the Congregation building at a place easily accessible to all members. **1.7 (a)**

Board meeting – 2nd Thursday of each month

Newsletter deadline is the Thursday before the last Sunday of the month unless adjusted as noted due to holiday, vacation schedule, etc.

Membership classes and book signing Sundays take place at least twice a year – fall and spring. Dates determined by minister and membership committee.

Budget proposed by Finance Committee must be approved by Board in accordance with annual meeting and informational meeting dates.

Annual meeting (Bylaws **Article V**)

An Annual Congregational Meeting shall be held each year between March 22 and June 15. The Congregation at this meeting shall elect new officers, adopt the Congregation budget, and conduct other such business as the Board may designate. The President shall serve as Presiding Officer.

The Board shall publicize the time, date, and purpose of any Congregational Meeting by mailing a notice at Congregation expense to all members at least two weeks in advance of the meeting date.

Not less than one week before a Congregational Meeting, except one called solely for the purpose of an election, the Board shall convene an informational meeting for the Congregation at which issue(s) on the agenda of the upcoming Meeting are presented for discussion. No votes or parliamentary motions shall be entertained at informational meetings.

Engaging **speakers who attend SUUSI** for the Sunday SUUSI begins and the Sunday after SUUSI ends