# Calendar of Recurring Events

To be incorporated into the standing agenda

**January**

First Monday – Board meeting – Directors, officers, committee chairs

- Board to consider the number of Director positions – resolution required to change
- Appoint **Nominating Committee** of at least 3 members

Second Monday – General membership meeting – program

- Notify members at meeting of nominating committee, and solicit nominations

February newsletter to include names of nominating committee and board positions for which nominations are sought, results of Christmas Bird Count, and notice of Annual membership meeting

Sometime during January - **P.L. Wright Endowment Committee** to meet, and subsequently distribute request for proposals for small research grants to schools

**February**

First Monday – Board meeting – Directors, officers, committee chairs

Second Monday – General membership meeting – programs

March Newsletter to carry notice of availability of **P.L. Wright Memorial Research Awards**

March newsletter to carry list of candidates before Annual membership meeting

Nominating Committee continue to solicit nominations for directors and/or officers

**March**

First Monday – Board meeting – Directors, officers, committee chairs

- Decide on amount to contribute to PL Wright Awards for this year

Treasurer to transfer our “head tax” to Montana Audubon as instructed by Board (await request from MTA)

Second Monday – General membership meeting – programs **Annual membership meeting**

- **Election of directors and officers.**

Change directory on last page of newsletter to carry new names and terms of directors and officers

Notify NAS and MTA of board changes

Update web site for board changes

Update bank signature cards if new President or Treasurer

April newsletter to contain paragraph about new directors and officers

Sometime in late March or early April – **P.L. Wright Memorial Research Awards** committee review proposals and award new grants

**April**

First Monday – Board meeting – Directors, officers, committee chairs

- Treasurer to present annual **budget** for Board approval
- Establish **Birdathon** teams and assign membership lists

Second Monday – General membership meeting – programs

Treasurer to file annual report on non-profit status with the MT Secretary of State by April 15

**May**

First Monday – Board meeting – Directors, officers, committee chairs

- Elect one representative and one alternate to Montana Audubon board
- Set up “peeps” roster for next year

Second Monday – General membership meeting – programs and/or potluck dinner

- Announce winners of PL Wright Awards

June newsletter to carry names (and proposed research) of P.L. Wright Memorial Research awardees

**June**

**Bird-a-thon** – Directors, officers, committee chairs help to raise money for FVAS activities

Community Naturalist Program coordinator submit final report and invoices

Reimbursement claims to Treasurer by 20th.

**July**

Certify to the Secretary of Montana Audubon the name, address, and signed job description of the representative and alternate by July 15 of the year they are selected.

**August**

**Program Committee** chair reaffirm annual meeting schedule with UofM Gallagher Business Building people. Check to see that Gallagher building will be open and available on Columbus day. Check on availability of projection equipment, and current password.

September newsletter to carry article about, and solicitation for, **Audubon Adventures**

September Newsletter to carry results of **Birdathon**

**September**

First Tuesday – Board meeting – Directors, officers, committee chairs

- Review past fiscal year activities, achievements & finances
- Approve, and President sign, independent contractor agreement for **Community Naturalist Program**

**Audubon Adventures** – Committee determine interest in program among school teachers

Second Monday – General membership meeting – programs

- offer members opportunity to contribute to Audubon Adventures

October newsletter to carry results of **Community Naturalist Program** agreement: name, duties, $ cost

**October**

First Monday – Board meeting – Directors, officers, committee chairs

Second Monday – General membership meeting – programs

November newsletter to carry summary of **Audubon Adventures** program/outreach

**November**

First Monday – Board meeting – Directors, officers, committee chairs

Annual report to **IRS** on non-profit status due November 15th (15th day of 5th month after end of tax year)

Second Monday – General membership meeting – programs

Annual report to National Audubon Due by November 30

- Statement of annual goals and objectives
- Summary of previous year's accomplishments toward meeting the stated goals and objectives
- Financial report
- Any changes to chapter legal status

**December**

First Monday – Board meeting – Directors, officers, committee chairs

Second Monday – General membership meeting – programs

**Christmas Bird Count** and potluck dinner