

TCCA Board – Monthly Planning Guidelines

First Tuesday of each month: Board Meeting - including Financial, Committee, Event, and Activity Reports.

<p>APRIL:</p> <ul style="list-style-type: none"> - Plan spring fundraisers; - Prepare for AGM; - Volunteer-of-the-year nominations; - Renew Kitchen Permit; - Lawn Mowing Tender; - Review standing committees. 	<p>JULY:</p> <ul style="list-style-type: none"> - Tidnish Festival - Pay insurance; - Start Summer Camp; - Festival – Final review. 	<p>OCTOBER:</p> <ul style="list-style-type: none"> - Semi-Annual Financial Report - Choose Bursary winner(s); contact winner(s); - Finalize Art Gallery lease; - Review After School Program Grant Proposal - starts in January; - Plan Festival; - Discuss Advertising for events; - Put out tenders for Snow Removal; - Discuss winter programs & events. 	<p>JANUARY:</p> <ul style="list-style-type: none"> - Draft Municipal and Federal Grant Proposals for Summer Day Camp; - Ball Field Lease; - Start - After School Program, - Review Fundraisers – what and when.
<p>MAY:</p> <ul style="list-style-type: none"> - Draft for AGM: <ul style="list-style-type: none"> Committee & Events Reports, President’s Report; - Hold AGM: <ul style="list-style-type: none"> Volunteer of the year vote; - Training Binder to Board Members; - Complete & mail Joint Stock Form. 	<p>AUGUST:</p> <ul style="list-style-type: none"> - Post Bursary applications; - Summer Camp ends; - Review Festival Recommendations; 	<p>NOVEMEBR:</p> <ul style="list-style-type: none"> - Discuss Christmas party, sale, and dance; - Assign responsibilities. 	<p>FEBRUARY:</p> <ul style="list-style-type: none"> - Select Auditor; - Review By-Laws; - Start Nominations search for AGM; - Discussion & Plan Fundraisers; - Review events advertising; - Update Day Camp proposals; - Confirm bands for Festival.
<p>JUNE:</p> <ul style="list-style-type: none"> - Festival Planning; - Review insurance coverage; - Criminal Record checks for new Board Members; update existing members; - Review Hall key holders; - Membership Drive; - Tidnish Market (June – October); - Review all Programs; - Annual Priorities Review. 	<p>SEPTEMBER:</p> <ul style="list-style-type: none"> - Bursary applications due EOM; - Review Art Gallery Lease; - Discuss Festival Planning (Date) - Review Festival Recommendations; - Book bands for Festival. 	<p>DECEMBER:</p> <ul style="list-style-type: none"> - Update on Christmas party, sale, and dance programs. 	<p>MARCH:</p> <ul style="list-style-type: none"> - Prepare financial EOY reports; - Final Reports to Funders re Grants; - Draft nominations for New Board; - Review Summer Camp - Program starts in July.