



2022 Board Meeting		
Project Plan Updated	08/27/21	
Target Completion Date:	10/21/22	
Owner:	Joy Erven	
Support Personnel	<ul style="list-style-type: none"> Debbie Kar - Committee relations and Board Meeting Setup Benjamin McKay – Board Meeting topics of discussion, Host Joy Erven – Board Meeting topics of discussion, Host Technology Dept. - Board Meeting topics of discussion, Host Public Affairs Dept. - Board Meeting topics of discussion, Host Education & Compliance Dept. - Board Meeting topics of discussion, Host Financial Analysis Dept. - Board Meeting topics of discussion, Host Digital Communications Dept. – Board Meeting topics of discussion, presentations at meeting, Host 	
Scope:	Board meeting and possible retreat	
Vendor (Y/N):	Yes <ul style="list-style-type: none"> Venue, Boarding, Reception, Dinner Restaurant(s) off-site – Dinner Recreational Activities (golf and spa) 	
Budget:	\$115,000	
Budget Line Item(s)	6510 Events - \$80,000	
Where Funding Exists:	6390 Travel - \$35,000	
Benchmark:	Benchmarks for this event will include the following: <ul style="list-style-type: none"> Successful coordination of the event Food and beverage selection suitable for all guests Recreational activity(ies) that promote(s) team-building Successful Board Meeting and Retreat 	
Review Dates:	July 8, 2022 July 29, 2022 August 18, 2022 September 22, 2022 October 6, 2022 October 13, 2022	

Benchmark	Dependency	Status	Start	Finish
Select and contract with Vendor	Board Chair CEO COO	Not started	4/08/22	07/01/22
Comments:				
Benchmark	Dependency	Status	Start	Finish
Coordination of meals and recreational activities	Board Chair CEO COO	Not started	06/01/22	09/08/22
Comments:				



Benchmark	Dependency	Status	Start	Finish
Finalize board meeting agenda and presentations	Board Chair CEO COO	Not started	07/08/22	2 weeks prior to meeting date
Benchmark	Dependency	Status	Start	Finish
Meeting	None	Not Started	10/23/22	10/23/22
Comments:				