

Ladies of the Lake Board TimeLine Guide

July	No meetings Washington State Non Profit forms due New Board in place Bank signatures for President, Vice President, Treasurer and Sec. Previous Year Books closed and turned over to Treasurer Financial Review/Audit done Rent due
August	Board Meeting – Financial Review/Audit report submitted & Web Password approved, & Retreat and Block of the Month present plans Newsletter Picnic and LOL Challenge and President Quilt presented
September	Board Meeting Newsletter Small Groups presented at Guild Meeting Member dues cutoff for Membership Directory Retreat and Block of the Month sign ups at Guild Meeting Web payment due
October	LOL Quilt Show and Raffle Quilt drawing Start next Raffle Quilt Board Meeting Newsletter Membership Directory available at Guild Meeting with new Web Password Program at Guild Meeting
November	Board Meeting – Challenge Information presented Newsletter Program at Guild Meeting Skills Workshop IRS 501c(3) forms due by 11/15

December No meetings

January Board Meeting
 Newsletter
 Program at Guild Meeting
 Workshop
 Nominating Committee formed
 Challenge fabric/rules revealed at Guild Meeting
 Vice President starts President Quilt
 Programs start next year planning

February Board Meeting
 Newsletter
 Program at Guild Meeting
 Workshop
 LOL Retreat
 New Member Tea

March Board Meeting – Budget Committee formed
 Budget requests due to Budget Committee
 Newsletter
 Program at Guild Meeting

April Board Meeting - Budget submitted
 Newsletter
 Program at Guild Meeting
 Membership Committee for next year formed
 Forms for showing quilts at Quilt Show

May Board Meeting – Budget submitted & Nominations submitted
 Newsletter
 Program at Guild Meeting
 Membership drive starts
 Nominations presented to Guild
 Facility request form to Church
 Last Marketing orders placed

June

Board Meeting – Budget approved & Financial Review/Audit Committee formed
& Programs present next year’s schedule

Newsletter

Program at Guild Meeting

Election and Installation of Officers at Guild Meeting

Board Transition Meeting (June or August)

Revised 5/12/2014