# Monday Meetings

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | **1** PLAN AGENDA<br>• Send draft to Chair | 2 | 3 |
| 4 | 5<br>• Make edits, add packet materials → | 6 | 7 | 8 | **9** POST AGENDA<br>• Publish on website<br>• Send/print to post in locations<br>• Notify board | 10<br>No changes to agenda at this point |
| 11 | **12** MEETING DAY<br>• Print agendas<br>• Signs needed?<br>• Arrive early & test set up | **13** CHECK NOTES<br>• Do you need signatures?<br>• Items to add to Selectboard agenda? | 14 | 15 | 16 | **17** POST DRAFT MINUTES<br>• within 5 days including holidays and weekends<br>• Post approved minutes from previous meeting when available |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | **26** STIPENDS<br>• Process stipends once per month<br>• Checks issued Fridays | 27 | 28 | 29 | 30 | 31 |

# Tuesday Meetings

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 **PLAN AGENDA**<br>• Send draft to Chair | 6<br>• Make edits, add packet materials → | 7 | 8 | 9 **POST AGENDA**<br>• Publish on website<br>• Send/print to post in locations<br>• Notify board | 10<br>No changes to agenda at this point |
| 11 | 12 | 13 **MEETING DAY**<br>• Print agendas<br>• Signs needed?<br>• Arrive early & test set up | 14 **CHECK NOTES**<br>• Do you need signatures?<br>• Items to add to Selectboard agenda? | 15 | 16 | 17 |
| 18 **POST DRAFT MINUTES**<br>• within 5 days including holidays and weekends<br>• Post approved minutes from previous meeting when available | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 **STIPENDS**<br>• Process stipends once per month<br>• Checks issued Fridays | 27 | 28 | 29 | 30 | 31 |

# Wednesday Meetings

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 **PLAN AGENDA**<br><br>• Send draft to Chair | 7<br><br>• Make edits, add packet materials → | 8 | 9 | 10 |
| 11 | 12 **POST AGENDA**<br><br>• 48 hours before<br>• Publish on website<br>• Send/print to post in locations<br>• Notify board | 13<br><br>No changes to agenda at this point | 14 **MEETING DAY**<br><br>• Print agendas<br>• Signs needed?<br>• Arrive early & test set up | 15 **CHECK NOTES**<br><br>• Do you need signatures?<br>• Items to add to Selectboard agenda? | 16 | 17 |
| 18 | 19 **POST DRAFT MINUTES**<br><br>• within 5 days including holidays and weekends<br>• Post approved minutes from previous meeting when available | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 **STIPENDS**<br><br>• Process stipends once per month<br>• Checks issued Fridays | 27 | 28 | 29 | 30 | 31 |

# Thursday Meetings

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | **7** PLAN AGENDA<br><br>• Send draft to Chair | 8 | 9<br>• Make edits, add packet materials | 10 |
| 11 | 12 | **13** POST AGENDA<br><br>• 48 hours before<br>• Publish on website<br>• Send/print to post in locations<br>• Notify board | **14**<br><br>No changes to agenda at this point | **15** MEETING DAY<br><br>• Print agendas<br>• Signs needed?<br>• Arrive early & test set up | **16** CHECK NOTES<br><br>• Do you need signatures?<br>• Items to add to Selectboard agenda? | 17 |
| 18 | 19 | **20** POST DRAFT MINUTES<br><br>• within 5 days including holidays and weekends<br>• Post approved minutes from previous meeting when available | 21 | 22 | 23 | 24 |
| 25 | **26** STIPENDS<br><br>• Process stipends once per month<br>• Checks issued Fridays | 27 | 28 | 29 | 30 | 31 |

# Friday Meetings

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 PLAN AGENDA<br><br>• Send draft to Chair | 9<br><br>• Make edits, add packet materials → | 10 |
| 11 | 12 | 13 | 14 POST AGENDA<br><br>• 48 hours before<br>• Publish on website<br>• Send/print to post in locations<br>• Notify board | 15<br><br>No changes to agenda at this point | 16 MEETING DAY<br><br>• Print agendas<br>• Signs needed?<br>• Arrive early & test set up | 17 |
| 18 | 19 CHECK NOTES<br><br>• Do you need signatures?<br>• Items to add to Selectboard agenda? | 20 | 21 POST DRAFT MINUTES<br><br>• within 5 days including holidays and weekends<br>• Post approved minutes from previous meeting when available | 22 | 23 | 24 |
| 25 | 26 STIPENDS<br><br>• Process stipends once per month<br>• Checks issued Fridays | 27 | 28 | 29 | 30 | 31 |

# ANNUAL OVERVIEW

| *1st Qtr* **July** | **August** | **September** |
|---|---|---|
| • Reorganization meeting<br>• Set annual work plan<br>• Budget recommendations | | • Plan for Selectboard check-in |

| *2nd Qtr* **October** | **November** | **December** |
|---|---|---|
| • Selectboard check-in | | • Plan for annual report |

| *3rd Qtr* **January** | **February** | **March** |
|---|---|---|
| • Submit annual report<br>• Plan for Town Showcase | | • Town Showcase<br>• Plan for Board Breakfast |

| *4th Qtr* **April** | **May** | **June** |
|---|---|---|
| • Board Breakfast | • Member seats expiring may want to reapply | |