

E.I. Board-Specific Calendar & Tasks Yearly

All meetings are open to EI members and held in a publically accessible location with sufficient parking. **Board members must commit to attending all scheduled Board meetings.** At other times Board will discuss issues online as needed.

Jan Board mtg -- calendar & budget approvals
Feb Board mtg -- calendar & budget approvals
Mar Board mtg -- calendar & budget approvals
April
May
June (no meetings scheduled during show season)
July
Aug
Sep Board mtg -- review of year's events, strategic planning
Oct Board mtg -- succession planning + prep for annual mtg

Nov -- Annual mtg
Ongoing in Dec Informal orientations for new Board members

During the year, the Board must at minimum accomplish the following:

Create & approve the Master Calendar of E.I. events

Budget approvals for General, Dressage, Sporthorse Breeding, Eventing, and Driving

Approve additions/revisions to master calendar and budgets

Sign contracts with key Event Organizers & outside entities as needed

Create and distribute full financial reports

Submit IRS tax form 990EZ by May 15th

Overview & critical analysis of previous year E.I. events and tasks

Renew the nonprofit corporate documentation with the state by Oct 31st

Renew affiliate memberships with USEF, USDF, USEA, ADS by Nov 30th

Finalize actual budget numbers for the year and compare to projected

Prepare for the Annual Meeting

Strategic planning + succession planning for Board