

## **ELIOT INSTITUTE**

### **BOARD AGENDAS**

#### **EVERY MEETING**

Ingathering Focus - reading, lighting chalice

Check In

Review Covenant of Right Relations

Housekeeping:

Review agenda

Minutes of last meeting

Administrative Reports \*

President

Administrators

Recording Secretary

Treasurer

Camp Reports \*

Past camps (if any held since last meeting)

Future camps

Committee Reports \*

Safety

Youth

RARA

Nominating

Safety

Leadership Development

Children/Infants

Communications

Finance

CAN-AM

Executive

Personnel

\* Helpful if reports e-mailed – then everyone has copy, even if not present at meeting! Also, come prepared

#### **ONGOING ITEMS FOR FALL MEETING**

- 👉 Review of Summer Camps
- 👉 Select Dean(s) for next year's Winter's camp
- 👉 Plan for display at PNWD Annual meeting
- 👉 Select Board Representatives two years in advance so they can help find Dean(s) for that camp. [Naramata, July, August]

#### **ONGOING ITEMS FOR BOARD RETREAT - JANUARY**

- 👉 Budget for year
- 👉 Set date by which a specified number of campers must be registered for Naramata camp to

proceed

- 👍 Evaluate Winter Camp
- 👍 Appoint Board Representatives for next calendar year's camps
- 👍 Find Youth Advisor for Summer Camps by May 1.
- 👍 Committee updates - new members, volunteers, people to ask
- 👍 Set Board and Committee goals for year?
- 👍 Plan for displays at PNWD and CUC annual meetings (Vice Pres - Communications)
- 👍 Select Board Representatives two years in advance so they can help find Dean(s) for that camp. [Winter]

### **ONGOING ITEMS FOR SPRING MEETING**

- 👍 Final Financial Report of Last Fiscal Year
- 👍 Set date by which a specified number of campers must be registered for Winter camp to proceed
- 👍 Select Deans for next year's Summer's camps
- 👍 Determine Heart and Hand award winners for coming year.
- 👍 Committee updates - new members, volunteers, people to ask
- 👍 Make final decision on next year's Deans, speakers