

# Executive Board Timeline

1/29/2021

	<b>When</b>	<b>Responsible</b>	<b>Activity</b>
1.	October/November	President-elect	<p><b>Prescott Meeting Room</b> Reserve Prescott meeting rooms for next year (dates, times, purpose of meeting) and reserve two 40-cup pots for each meeting at the same time. Send Prescott reservation to: <a href="mailto:yavapaipres@cals.arizona.edu">yavapaipres@cals.arizona.edu</a></p> <p><b>Verde Valley Meeting Room</b> Reserve meeting rooms for next year's MGA meetings; if the meetings will be at the Superior Court Building in Camp Verde, instructions are attached.</p>
2.	November	Nominating Committee Chair	<p>Manage MGA Officer Election at November MGA meeting. The following statement must get into the minutes for the bank signatures: The officers for 2018 will be: President - (name), President-elect (name), Secretary - (name), Treasurer - (name). (name of current president), 2017 President, will be removed from the checking account signing authority and (name of new president and new Treasurer) will be added. Mary Barnes (Program Coordinator) will retain signing authority</p>
3.	November	Treasurer	Send e-mail message to all MGs requesting that outstanding reimbursement forms be submitted by December 5th
4.	December	Treasurer	Send a detailed report of YTD expenditures and a YTD budget status to committee chairs for review and correction.
5.	December	Former and New Officers	Each former officer meet with new officer for turnover
6.	December	New President	Set date for January officer/committee meeting and reserve meeting room. Ask Social Committee to provide refreshments (funded by MGA).
7.	December	New President	Invite Executive Board (includes previous President), Committee Chairs, Committee Members, and Jeff to January meeting. Provide agenda and instructions to print documents needed from website (e.g. Officer and Committee Responsibilities, MGA calendar). Ask for RSVP.
8.	December	New President	Purchase gift for outgoing President, to be presented at the January MGA meeting.
9.	December	New President President Elect	Establish procedure for setting up meeting rooms in Prescott and the Verde area.

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10.	December	Treasurer	Send an updated detailed expenditure report and budget report to be used by the Committee Chairs in their planning during the January meeting.
11.	December	Former President	Appoint person or committee to audit Treasury books (By-laws, Article IX, Item F.)
12.	December	Former President	Coordinate preparation of annual report with Historian (By-laws, Article IX, Item D) by end of January
13.	January to December	President	Purchase memorial gift upon the death of MG or a spouse/partner. Good idea to check with the family to see what would be appreciated (e.g. plant, donation to a charity, etc.). Price range depends on how active the MG was. Not very active (\$50 - \$75); pretty active (up to \$150), very active for several years (up to \$250 – often this is for donation to a charity). Executive board can approve up to \$250 per Standing Rules.
14.	January	New President	Lead meeting of Executive Board, Committee Chairs, Committee members, and Jeff to plan for next year. After the general meeting, Executive Board, Committee Chairs and Jeff establish next year's budget. Meeting minutes should be sent to Board, Committee Chairs, Committee members and Jeff.
15.	January	Treasurer	Coordinate visit to bank for change of signatures. President, Treasurer, and Program Coordinator are the signatories. Bring letter from November MGA meeting stating who is being removed and who the new signatories are.
16.	January	Program Coordinator	Schedule meeting with Jeff and Executive Board to review procedures and communication process, expectations, etc.
17.	January	President	Sign Affirmative Action Compliance.
18.	January	President	Set date for mid-year officer/committee chair/Jeff June (Saturday) meeting and reserve meeting room. Date usually depends on Jeff's schedule.
19.	January	President	Have MGA President plaques in the Camp Verde office and Prescott conference room updated with previous president's name. Trophies Unlimited, 525 S Main, Cottonwood, 634-7355
20.	January	President / Treasurer	Present this year's budget to the membership at January MGA meeting for approval. Budget should be e-mailed to membership prior to the meeting.

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21.	January - November	President / Secretary	Send previous month's MGA meeting minutes to Program Coor within a week after the MGA monthly meeting. Send next month's meeting agenda to Program Coor at least 10 days before MGA meetings so they can be e-mailed with meeting reminder.
22.	March	President	Coordinate activities for Class Welcome (Social Chair, Membership Chair, Mentor Coordinator) – See Task List
23.	Jun - Jul	President	Three months before the picnic, start coordinating activities for Recognition Picnic (Social Chair, Membership Chair, Volunteer Coordinator) – See Task List
24.	July	Executive Committee	Assign Nominating committee (Membership Chair plus 3 others). Slate of next year's candidates to be submitted to membership at least 30 days prior to the November meeting.
25.	August	Membership Chair	Meet with President and President elect to determine roles in soliciting for officer candidates and committee chairs/members. Sign-ups should begin at August MGA meeting. (Nominating Committee finds officer candidates; President-elect fills committee positions.)

**Note: MGA members cannot sign any contracts; contact Karen Pizzuto.**

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### Instructions for Using Superior Court Building, Camp Verde

1. In the fall, call Shelly Bacon in Court Administration (Prescott). 928-777-3019. Identify yourself and ask if the Master Gardener Association can continue to use the Grand Jury Room in the Court House in Camp Verde. Give Shelly the dates and she will put them on her calendar. Reserve the room for 5:30-9:00 pm.
2. About a week before each meeting date call Shelly Bacon to reconfirm.
3. The key is not activated until 5:30 pm and can be used until 9:00 pm.
4. The door that leads to the restrooms must be left open. If the door shuts then it can only be opened by someone in the Jury Room.
5. After the meeting:
  - a. Make sure there is no one trapped in the restroom.
  - b. Make sure the outside door to the Grand Jury room and the door to the restrooms are pushed closed and locked.
6. If the key does not work at 5:30 call Shelly Bacon 928-777-3019 or Valerie Burns 928-710-8238