

Monthly Calendar

January

1. Board adopts annual operating budget from Finance Committee
2. Board forms nomination committee to replace retiring Board members at Congregational meeting in April
3. Board appoints/reappoints Finance Committee members
4. Board Chair completes application of congregation for annual UUA certification
5. Board solicits and registers members and friends by February 1, as delegates to UUA General Assembly held in June
6. Board surveys and reorders UUA literature as needed
7. Membership Guild coordinates third Sunday Eat and Greet
8. Board gathers approximate dates to coordinate year's fundraising activities and place on Congregational calendar: Book and Bake Sale; Fiddlers Green, third Saturday of each month; membership recognitions; coffee houses and talent shows, Art Guild Art openings, COL facilitator's training.
9. Congregational Administrator/Music minister: Schedule piano tuning every six months (January and July?)
10. Building and Grounds Guild: Schedule gutter cleanout for October and January
11. Building and Grounds schedules quarterly maintenance workday for garden
12. Building and Grounds maintains custodial job description and schedule
13. Building and Grounds schedules Woodland Sanctuary workdays and clean-up as needed
14. Program Guild sets quarter two COL schedule
15. Program Guild focus for January COLs includes New Year's and MLK observance
16. Art Guild presents draft calendar for the year for art show openings and themes (such as photography and art from members and friends)
17. Social Justice Guild holds meetings, plans special actions related to SJG, and sponsors book readings
18. ACTION Committee coordinates projects and activities with the Board
19. Finance Committee meets monthly before the Board meeting
20. Finance Committee provides monthly reports on income and expenses to the Treasurer and the rest of the Board at Board meetings
21. Ministerial Relations concludes contract renewals at January Board meeting
22. Childcare services for Sundays can be coordinated by calling First E the week before they are needed.

February

- 1. Complete and send UUA Certification application**
- 2. Complete registration for UUA General Assembly**
- 3. Program Guild focus for February COLs include observance of Susan B. Anthony's birthday, Black History**
- 4. Nominating committee will be appointed to choose Board candidates for the annual April congregational meeting.**
- 5. Membership Guild coordinates third Sunday Eat and Greet**

March

- 1. Nominating Committee solicits and contacts Board nominees for election at Annual Congregation Meeting in April**
- 2. Program Guild focus for March COLs include observance of Women's History Month, International Women's Day**
- 3. Program Guild sets quarter three COL schedule**
- 4. Membership Guild coordinates third Sunday Eat and Greet**
- 5. Board schedules annual Congregational meeting for April**

April

- 1. Board hosts Annual Congregational Meeting and election of new Board members**
- 2. Board recognizes new and retiring Board members at the Annual Congregational Meeting**
- 3. Membership Guild coordinates third Sunday Eat and Greet.**
- 4. Program Guild sets quarter three COL schedule**
- 5. Board holds the Annual April Congregational Meeting after COL**
- 6. Primavera contract negotiations for next year are opened**
- 7. Building and Grounds schedules quarterly maintenance of garden**
- 8. Participation in Inman Park Parade and Tour of Homes**

May

- 1. Hold Board meeting with new and retiring Board members**
- 2. New Board elects new Board officers at May meeting**
- 3. Board considers holding Board retreat in summer**
- 4. Program Guild focus for May COLs include observance of Mother's Day and Memorial Day**
- 5. Primavera contract is ready for signatures by June Board meeting**
- 6. Membership Guild coordinates third Sunday Eat and Greet**

June

1. Board considers dates for summer Board retreat (held in 2018 and 2019)
2. Board considers holding Congregational retreat in September (last held at The Mountain in 2019)
3. Delegates (in person or virtually) attend UUA General Assembly
4. Hold annual fundraiser, fabulous Book and Bake sale (June or July)
5. Program Guild focus for June COLs include observance of Father's Day and Juneteenth
6. Program Guild sets quarter four COL schedule
7. Congregational Administrator (?): Schedule piano tuning every six months January and July (?)
8. Primavera contract signed for next school year
9. Membership Guild coordinates third Sunday Eat and Greet

July

1. Board considers congregational retreat for summer or fall
2. Membership Guild presents Eat and Greet third Sunday.
3. (Summer) Hold annual fabulous fund raiser, the Book and Bake Sale.
4. Program Guild focus for July COLs includes Independence Day
5. Membership Guild coordinates third Sunday Eat and Greet
6. Building and Grounds schedules quarterly workday for maintenance

August

1. Board and Program Guild plan for Founders Day observance at COL in September
2. Membership Guild coordinates third Sunday Eat and Greet.

September

1. Board leads congregation in observing Founders Day at COL
2. Board possibly holds a congregational retreat.
3. Program Guild sets quarter one COL schedule
4. Membership Guild coordinates Third Sunday Eat and Greet

October

1. Program Guild sets quarter one COL schedule
2. Program Guild focus for October COLs includes the Day of the Dead
3. Participation in Annual Pride Parade and L5P Halloween Parade
4. Building and Grounds Guild: Schedule gutter cleanout for October and January?
5. Building and Grounds schedules quarterly maintenance
6. Membership Guild coordinates third Sunday Eat and Greet

November

- 1. Annual membership and renewal campaign begins**
- 2. Program Guild focus for November COLs include observance of Thanksgiving, the Native American Giveaway, annual membership drive beginning**
- 3. Fellowship Minister organizes Christmas gifts and services to go to groups First E would like to support**
- 4. Membership Guild coordinates third Sunday Eat and Greet**

December

- 1. Finance Committee develops an annual operating budget for next year and presents to the Board**
- 2. Program Guild focus for December COLs include observance of the Declaration of International Human Rights Day and Christmas/Hanukkah/Kwanza/Solstice**
- 3. Program Guild sets calendar for facilitator training to put on the congregational calendar**
- 4. Program Guild sets quarter two COL schedule**
- 5. Finance Committee presents next year's proposed budget.**
- 6. Fellowship Minister plans donations to organize and deliver holiday giving from First E**
- 7. Ministerial Relations holds contract review in December**
- 8. Membership Guild coordinates third Sunday Eat and Greet**