



## 2022 Calendar

January	<ul style="list-style-type: none"> <li>-Apply for Saanich Community Association Operating Grant *</li> <li>-Notify SCAN if change in president or FCA representative*</li> <li>-Board Members must renew annual membership</li> <li>-Begin general membership drive</li> <li>-Falaise Focus – mid January</li> <li>-Initial preparations for Family Day event</li> <li>-Directors' meeting: January 12, 2022</li> </ul>
February	<ul style="list-style-type: none"> <li>-Continue with membership drive</li> <li>-Send out notice to community re Family Day event</li> <li>-Family Day February 21, 2022 community event</li> <li>-Directors' meeting: February 9, 2022</li> </ul>
March	<ul style="list-style-type: none"> <li>-Wind up membership drive</li> <li>-Decision on Easter egg hunt and initial preparations</li> <li>-Spring break: March 21 – April 1</li> <li>-Prepare community survey questions</li> <li>-Directors' meeting: March 9, 2022</li> </ul>
April	<ul style="list-style-type: none"> <li>-Initial preparations for Community Garage Sale</li> <li>-Easter: Sunday, April 17 (possible Easter egg hunt at the park)</li> <li>-Falaise Focus – mid April</li> <li>-Send out annual community survey</li> <li>-Directors' meeting: April 13, 2022</li> </ul>
May	<ul style="list-style-type: none"> <li>-Community Garage Sale – Saturday, May 14 9:00 am – 1:00 pm</li> <li>-Directors' meeting: May 11, 2022</li> </ul>
June	<ul style="list-style-type: none"> <li>-Make initial preparations for September picnic in the park: date?</li> <li>-Directors' meeting: June 8, 2022</li> </ul>
July	<ul style="list-style-type: none"> <li>-meeting optional (July 13, 2022)</li> </ul>
August	<ul style="list-style-type: none"> <li>-Preparations for September picnic in the park</li> <li>-Falaise Focus – mid August</li> <li>-Directors' meeting: August 10, 2022</li> </ul>
September	<ul style="list-style-type: none"> <li>-Picnic in the Park – September 10?</li> <li>-Directors' meeting: September 14, 2022</li> </ul>
October	<ul style="list-style-type: none"> <li>-Initial preparations for AGM</li> <li>-Arrange for auditors for AGM</li> <li>-Send out notice to community for AGM</li> <li>-Directors' meeting: October 12, 2022</li> </ul>
November	<ul style="list-style-type: none"> <li>-Hold AGM – November 16?</li> </ul>
December	<ul style="list-style-type: none"> <li>-Decide on Board positions for elected Directors at Directors' meeting</li> <li>-Directors' meeting: December 14</li> <li>-File Annual Report and Statement of Directors by Dec 16*</li> <li>-Inform Saanich if change in President*</li> <li>-Update contact information for official FCA emails*</li> <li>-Directors to complete "Consent to Serve" form*</li> </ul>

**\*Information on website under "Annual Tasks to be Completed by Board"**