

Policy Type: Board Process

Policy Title: C3 – Agenda Planning

Last Revised: November 21, 2022

We will generate and publish workable annual and monthly agendas.

1. We will create, and modify as necessary, an annual calendar that includes tasks and events related to membership meetings, Board training schedule, monitoring schedule, Nominations and Election Process, and the GM evaluation and compensation decision as outlined in our Board-Management Relationship policies.
2. Board meeting agendas will be determined by the Board president, and may be modified at the meeting by a majority vote of the Board.

[Supplemental C3 Board Annual Calendar—Last Revised November 21, 2022]

Month	GM Monitor-ing	Board Monitor-ing	Other Agenda Items	Other Board Tasks	Board Education
January	B6	D (2024)	Review Committee Charters	Board Candidate Packets due Enroll in CBLD Financial Training	
February		D (2023). D1, D2	Receive GM's Compensation Proposal Approve Board Candidate Slate	Board Candidate Orientation	CBLD Financial Training
March	B1, B2	D3, D4	Complete Biennial GM Compensation Review Review Annual Meeting Agenda	Board Candidate Forum Board Election	

				Request Letters of Intent for Officer Roles Update Board Handbook with last year's financial reports	
April	A, B	C, C1	Welcome and seat new directors Elect officers Committee Assignments Match new Board members with Board mentors Annual Review of Board Annual Calendar Overview of CBLD Program	Annual Meeting & Report Spring Retreat (including review of Board's multi-year strategic workplan)	Outside Board meeting, or before meeting: GM's-eye tour of the store (dock to cart) Policy Governance 101 workshop with materials in handbook: "Why Policy Governance" "Delegation to the GM" "Decision Tree for GM Policy Monitoring" "CBLD Policy Governance Quick Guide" Plus: Policies C1 & C2
May	B3, B5	C2	Board Retreat Follow-up		Financial Understanding: Finance 101 workshop with Finance Manager Financial Indicator Definitions Cheat Sheet
June	B1	C3			Board Roles and Responsibilities section materials in handbook
July	B9	C4			

August	B7	C5		Review summary table of GM compliance for past year	"Setting a Process for General Manager Compensation" article
September	B1	C6	GM presents self-evaluation. Board begins writing GM Evaluation Letter Begin Biennial GM Compensation Review		Worksheet: Expansion (Readiness) Toolbox
October	B4	C7	CBLD Enrollment Present GM Evaluation Letter	Fall Retreat (either October or November)	Cooperative History: MFC History Guest: Melinda pick a guest GM to present on their Co-op's thoughts about expanding/growth/change
November	B8	C8	Present Biennial RFP to GM Board Budget Review Nominations & Elections process Patronage Dividend Resolution Board Retreat Follow-up Annual review and update of Board's education plan (far right column; prepared	Distribute Board Election packets	Full Day Retreat with Thane

			by Board Development Committee)		
December	B1	C9	End-of-Year Reflection		