

2026 Activity Calendar

When	Responsible	
January	Secretary	<p>Annual Foundation Board Meeting:</p> <ul style="list-style-type: none"> ○ Establish the annual Activity Calendar ○ Obtain commitments from Officers & Committees ○ Nominate Officers ○ Review and Approve Budget ○ Vote on Investment & Spending Policy (IPS)
February	Secretary	<p>Attend the February Vestry meeting to explain:</p> <ul style="list-style-type: none"> ○ The annual distribution as recommended by the Foundation Board ○ The Foundation Investment & Spending Policy ○ The Foundation Board members, Officers and their roles.
March	Secretary	<p>Ensure the March Finance/Vestry agenda includes votes on the items presented in February. Attend meetings if required.</p>
October	Secretary	<p>Survey Foundation Board Members and Officers via email, regarding their interests in continuing their service.</p> <ul style="list-style-type: none"> ○ Provide findings to The Vestry for their Nov Meeting.
08Nov26	Marketing Committee	<p>Educational Meeting:</p> <ul style="list-style-type: none"> ○ Brunch? Catered at Church/Restaurant ○ Guest speaker? ○ Use “in-house” event planning resources to make it happen. ○ Meeting purpose below
08Nov26	Vice President	<p>Membership Meeting:</p> <ul style="list-style-type: none"> ○ Short meeting after 10:30 service for the congregation. ○ Meeting purpose below
Monthly	Vice President	<p>Eliminate duplication in our policies: ECF “template” policies, By-Laws, and Robert’s Rules. Complete a section each month.</p>
Monthly	Treasurer	<p>Distribute monthly financials to board members via email with a summary, also post financials on website.</p>
Quarterly	Treasurer	<p>Distribute a letter with Sub-Fund financials to “named endowment” donors: January, April, July, October</p>

Educational & Membership Meetings:

Purpose of Meetings:

Market our Foundation to an audience wider than our congregation, by:

Raising awareness:

- Educate stakeholders about the foundation's focus areas, current projects, and impact on the community.
- Note: The Membership meeting will include a short summary of The Foundation financials.

Building capacity:

- Provide knowledge and skills necessary to evaluate grant proposals, identify potential partners, and make strategic decisions.

Alignment with mission:

- Ensure everyone involved is clear on the foundation's overarching goals and how their work contributes to them.

Transparency and communication:

- Foster open dialogue and share information about the foundation's operations and decision-making process.

Developing relationships:

- Create opportunities for networking and collaboration with potential grantees and community partners.