

2026 Activity Calendar

When	Responsible	
January	Secretary	Annual Foundation Board Meeting: <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	Attend the February Vestry meeting to explain: <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	Ensure the March Finance/Vestry agenda includes votes on the items presented in February. Attend meetings if required.
October	Secretary	Survey Foundation Board Members and Officers via email, regarding their interests in continuing their service. <ul style="list-style-type: none"> ○ Provide findings to The Vestry for their Nov Meeting.
08Nov26	Marketing Committee	Educational Meeting: <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	Membership Meeting: <ul style="list-style-type: none"> ○ Short meeting after 10:30 service for the congregation. ○ Meeting purpose below
Monthly	Vice President	Eliminate duplication in our policies: ECF “template” policies, By-Laws, and Robert’s Rules. Complete a section each month.
Monthly	Treasurer	Distribute monthly financials to board members via email with a summary, also post financials on website.
Quarterly	Treasurer	Distribute a letter with Sub-Fund financials to “named endowment” donors: January, April, July, October

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.