

USTU BOARD CALENDAR

Proposed October 2, 2017 by Lara Morrison, revised by Josh & Yuki December 31, 2017

Approved by the USTU board on January 8, 2018

Updated by USTU board on Jan 25, 2022

Month	Board Items to Address	Responsible
January	Set goals for the year Proprietary lease discussion & decisions (2022) Review Board Calendar	Full Board P.L. committee Secretary
February	Financial Reports on Previous Year Proprietary lease discussion & decisions (2022)	Treasurer P.L. committee
March	Create election committee Proprietary lease discussion & decisions (2022)	Secretary P.L. committee
April	Overview of owner, board and officer responsibilities Proprietary lease discussion & decisions (2022)	Secretary P.L. committee
May	1 st Quarter Financial Reports Approve 990 for filing May 15th (or Oct if extended) Proprietary lease discussion & decisions (2022)	Treasurer Manager P.L. committee
June	Approve New Owner Members (rolling) Proprietary lease discussion & decisions (2022)	Secretary P.L. committee
July	Annual Board Election Appointment of Officers Proprietary lease discussion & decisions (2022)	Election Committee Secretary P.L. committee
August	2 nd Quarter and YTD Financial Reports Proprietary lease discussion & decisions (2022)	Treasurer P.L. committee
September	Annual Reserve Study Presented Proprietary lease discussion & decisions (2022)	Manager P.L. committee
October	Capital Budget Proposed/Reviewed Annual Manager Evaluations Approve 990 for filing (if extended) Proprietary lease discussion & decisions (2022)	Treasurer Mgr Liaisons Manager P.L. committee

November	Quarter and YTD Financial Reports Proposed Annual Budget Presented Proposed Rent Increase Presented Annual Review of Share Values & Payments Proprietary lease discussion & decisions (2022)	Treasurer Treasurer Treasurer Treasurer P.L. committee
December	Annual Budget Approved Rent Increase Approved Approve New Owner Members (rolling) Proprietary lease discussion & decisions (2022)	Treasurer Treasurer Secretary P.L. committee