**Financial**

[ ]  Membership dues due Nov 1

[ ]  Membership dues overdue Dec 1

[ ]  Website/Newsletter contract renews Dec 1

[ ]  Unpaid memberships Addressed Dec 31

[ ]  Official membership list (dues pd) January

[ ]  Membership list to state for concessionaire license January

[ ]  PO Box renewal January

[ ]  US Sailing annual membership January

[ ]  4th quarter sales and use taxes January

[ ]  Slip rental billing Feb 1

[ ]  Slip rentals due Mar 1

[ ]  Annual Corporate Report to state March

[ ]  Concessionaire’s fee and documents March

[ ]  Boats on premises to county Mar 15

[ ]  Complete IRS Form 990 Mar 15

[ ]  General Liability Insurance due April 1

[ ]  Workman’s comp insurance due April 1

[ ]  Slip rentals overdue April 1

[ ]  1st quarter sales and use taxes April

[ ]  Barkley Net “Zoom” audit April 15

[ ]  Billing for Cords & Bubblers April 15

**Financial (con’t)**

[ ]  Personal Property tax due May 15

[ ]  Real Estate tax due May 15

[ ]  2nd quarter sales and use taxes July

[ ]  Officers and Director’s E&O Insurance due Aug 1

[ ]  Budget forecast (2 mtgs prior to annual mtg) Sept 1

[ ]  Work credits to treasurer Sept 10

[ ]  Work credits to bookkeeper Sept 15

[ ]  Billing for A/C Sept 15

[ ]  3rd quarter sales and use taxes October

[ ]  Membership dues / dry storage billing Oct 1

[ ]  Website hosting renewal Dec 1

[ ]  Personal Property tax due Dec 15

[ ]  Real Estate tax due Dec 15

[ ]  Official slip/Dry Storage map (fees pd) \_\_\_\_\_\_\_\_\_\_

**Social**

[ ]  Social calendar dates Feb 28

[ ]  Social events loaded on website calendar Mar 15

[ ]  Reserve room for Annual Meeting January

[ ]  Reserve room for Christmas Party January

**Sailing Events**

[ ]  Sailing Events calendar dates Feb 28

[ ]  Sailing events loaded on website calendar Mar 15

**Misc**

[ ]  Membership mailing address finalized and list to

PR liaison, commodore, and vice commodore \_\_\_\_\_\_\_\_\_\_

[ ]  Final data for handbook to Membership Chair March 31

[ ]  Handbook data to printer \_\_\_\_\_\_\_\_\_\_

[ ]  Membership list loaded on website Mar 15

**Buildings and Grounds**

[ ]  Remove porta-potty April (After water on)

[ ]  Order ADA porta potty October (Before water off)

**Awards**

[ ]  Committee defined Sept 1

[ ]  Awards defined Oct 10

**Harbor**

[ ]  Turn on water April 15

[ ]  Turn off water October 15

[ ]  Annual Electrical Inspection \_\_\_\_\_\_\_\_

[ ]  Annual Fire Extinguisher Inspection \_\_\_\_\_\_\_\_\_

**Dry Storage**

[ ]  Dry Storage map for billing Sept 15

[ ]  Boats on premises to Treasurer January

**STEP**

[ ]  Load summer schedule on website Mar 15

**Annual Meeting**

[ ]  BOG nominating committee established Sept 15

[ ]  Annual meeting notice, proxies, and BOG nominees

emailed at least 14 days before mtg Oct 23

[ ]  Committee reports for annual mtg Oct 23

[ ]  Annual meeting agenda (last BOG prior to annual) Oct 10

[ ]  Annual meeting printed material packet Nov 4

[ ]  Annual meeting proxies (last BOG prior to annual) Oct 10