

Board meetings calendar

JANUARY	Review third quarter (Oct, Nov, Dec). Accounts advisor to attend Events Booking and Marketing staff attend to discuss events and marketing for next 6-12 months Quarterly BHL finance report and donations to HCC Review directors/trustees termination dates
FEBRUARY	CM directors report - (can be in the form of a meeting) Approve Budget for next financial year and review Business Plan
MARCH	Facilities and Technical Review staff to attend to discuss 18 month Plan.
APRIL	Review fourth quarter (Jan, Feb, March) and year end Forecast. Accounts advisor to attend Accounts year end preparation with accounts advisor Quarterly BHL finance report and donations to HCC PR review – relevant member of staff to attend Fund raising/donations review
MAY	CM subs renewal Event for Sponsors etc. Lease review
JUNE	Events Booking and Marketing staff to attend to discuss events for next 6-12 months CM directors report (can be in the form of a meeting)
JULY	Review first quarter (April, May, June). Accounts advisor to attend Quarterly BHL finance report and donations to HCC
AUGUST	Set date for AGM. Approve Statutory Accounts Health & Safety review- appropriate outside person to attend Volunteer Event
SEPTEMBER	Review of Beehive charges and income streams Facilities and Technical staff to attend for review and update User meeting
OCTOBER	Review second quarter (July, August, Sept). Accounts advisor to attend. Quarterly BHL finance report and donations to HCC Salaries review Hold AGM
NOVEMBER	Review budget for next financial year Review business plan
DECEMBER	Volunteer event
*Every Month	Financial Flash report (income/Exp /Cash)