

SWNI Fiscal Year at a Glance

July	Starts Fiscal Year SWNI Orientation Training for new board members (individual or group) Meeting with New Standing Committee Chairs (optional) SWNI Board Meeting: 4 th Wednesday of the month (in the past, SWNI has voted to skip the meeting if there are no critical business item and host a board picnic)
August	National Night Out – 1 st Tuesday in August Confirm School Reservations for NA meetings Deadline for Spirit of Portland Nominations to Civic Life Submit SWNI Financial for last fiscal year to CPA for 990 IRS Report SWNI Board Meeting: 4 th Wednesday of the month
September	Executive Committee reviews draft 990s SWNI Board meeting: 4 th Wednesday of the month
October	Prepare fundraising letter for November newspaper issue Fall Candidates Fair (optional) SWNI NA Small Grant Workshop for applicants (applications due in January) Public Safety Month/SWNI Community Policing Reception Support for Multnomah Village Business Association Halloween Trick or Treat in the Village (October 31 st , 3:30 to 5:30 pm) SWNI Board Meeting: 4 th Wednesday of the month (Board approves 990 Report)
November	Fall Cleanup (1 st Saturday in November) Fundraising Letter on page 2 of the newspaper (insert return envelope) Sprit of Portland Awards Ceremony Board Meeting is moved to 3 rd Wednesday, due to holiday
December	Holiday Events in Multnomah Village and Hillsdale District (Usually the first weekend in December) Board Meeting is moved to 3 rd Wednesday, due to holiday (Board social or refreshments served before meeting)
January	City Bureaus submit budgets to Office of Management and finance SWNI Board Meeting: 4 th Wednesday of the month
February	SWNI Board Meeting: 4 th Wednesday of the month <ul style="list-style-type: none">• Appoint Nominating Committee for Board Elections in May• Appoint Personnel Committee to review policies and performance evaluations• Start discussing dates and agenda for April Board Retreat (focus on organizational priorities)
March	City Budget Work Sessions regarding bureau budgets (Civic Life)

SWNI Board Meeting: 4th Wednesday of the month

- Nominating Committee reports to Board on list of candidates for office
- Review Business Association Memberships
- Remind NAs and Committees to Start Action Plans

April

City Community Budget Forums

BES Watershed Open House (Usually same night as SWNI Board meeting 5:30 to 7:30 pm)

Finance Committee prepares draft budget for Next Fiscal Year (if Civic Life grant award is known)

Start planning for Volunteer Recognition Event in June (optional)

Start Insurance Renewal Paperwork (list of NAs and SWNI annual events)

Personnel Committee: reviews policies & performance evaluations

SWNI Board Meeting: 4th Wednesday of the month

May

Spring Cleanup – (Usually 1st or 2nd Saturday in May)

SWNI Board Meeting: 4th Wednesday of the month

- Board Elections
- Approve BES grant agreement
- Approve Civic Live grant agreement
- Approve Bureau of Planning and Sustainability grant agreement for cleanup funds

June

SWNI Board meeting: 4th Wednesday of the month

- Adopt Action Plan
- Adopt Fiscal Year Budget
- Appoint Standing Committee Chairs
- Volunteer Recognition Party
- Sign Lease with Multnomah Center
- Sign ONI Grant Agreement
- Prepare Civic Life Grant Attachments