

# PMI NEIC Yearly Calendar

## January

- ◆ Final review of yearly budget, if required
- ◆ Finalize charter. BOD review and approve
- ◆ Fax/mail charter and attachments to PMI HQ

## February

## March

## April

- ◆ File federal and state taxes

## May

## June

## July

- ◆ File Indiana business entity report

## August

## September

- ◆ Determine who will head election effort
- ◆ Communicate open positions to membership 90 days before December elections/meeting
- ◆ Begin discussions regarding programs for upcoming year

## October

- ◆ Receive nominations from NEIC membership

## November

- ◆ Determine next year's schedule: programs and BOD meetings
- ◆ Discuss meeting dates and menu with Hall's
- ◆ Draft next year's budget

## December

- ◆ Communicate next year's calendar
- ◆ Finalize menu with Hall's
- ◆ Receive Hall's contract, sign and return/fax back to Hall's
- ◆ Hold elections; announce next year's BOD
- ◆ Determine next year's budget
- ◆ Discuss charter and information needs