Appendix A

OPL BOARD KEY AGENDA ITEMS 2022

Governance: Legislative, Regulatory, Policy Accountability	**Jan 27**	**Feb 24**	**Mar 24**	**Apr 28**	**May 26**	**Jun 23**	**July 28**	**Aug** (no mtg)	**Sept 22**	**Oct 27**	**Nov 24**
Annual Agenda/Periodic/Outstanding report timelines											
Appointment of Chair/Vice Chair – Recruitment of new members		A									
Strategic Plan Process – progress on action plans – included in CEO update and other presentations	T	T	T	T	T	T	T		T	T	T
CEO Annual, Strategic Goals	R	A				R			R		
CEO Evaluation			R	A							
Comprehensive Financial Report (quarterly) – Y/E Projections to Budget Operating & Capital, Fundraising, Reserve funds		R-2021		R-2022			R 2022		R 2022		R 2022
Comprehensive Financial Year-End Report: Pre Audit, Budget to Actual, Fundraising, Reserve Funds, Endowments		R/A									
Annual Financial Statements and Audit Findings – External Auditors in Attendance				R/A							
HIP Updates – Strategic Progress			R							R	
Annual Budget Town Guidelines /Submission Approval						T				A	
Fundraising Strategy Updates–Development Funds & Endowment (Development Strategy Update)		R				R					
Audit Plan for 2022– Appointment of Auditors											R
Regular Agenda Items	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**
CEO Update report	R	R	R	R	R	R	R		R	R	R
Monthly Health & Safety Report	R	R	R	R	R	R	R		R	R	R
Quarterly Employee and Turnover Metrics report		R			R				R		
Monthly Update on Capital/Technology Projects (CEO Update)	R	R	R	R	R	R	R		R	R	R
Data & Usage Statistics/Trends Report			R - 2021		R					R	
Monthly Financial Variance Reports – Operating and Capital		R 2022	R 2022	R 2022	R 2022	R 2022	R 2022		R 2022		R 2022
Legend: A = Approve R = Receive T = Task(updates as required)											