Appendix A

OPL BOARD KEY AGENDA ITEMS 2024

TGovernance: Legislative, Regulatory, Policy Accountability	Jan 18	Feb 15	Mar 21	Apr (no mtg)	May 16	Jun 20	July 18	Aug (if need)	Sept 19	Oct 17	Nov 21	Dec (no mtg)
Annual Agenda/Periodic/Outstanding report timelines												
Strategic Plan Process – progress on action plans – included in CEO update and other presentations	T	T	T		T	T	T		T	T	T	
OPL Annual/Strategic Goals	R-2023 A-2024				R				R	R	R-2025	
CEO Evaluation		T	R/A									
Comprehensive Financial Report (quarterly) – Y/E Projections to Budget Operating & Capital, Fundraising, Reserve funds		R-2023			R-2024				R-2024		R-2024	
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			R	A		
Fundraising Strategy Updates–Development Funds & Endowment (Development Strategy Update)						R				R		
Audit and Financial Review (Including OCF funds)			R									
Audit Plan for 2025– Appointment of Auditors											R/A	
Annual Board Evaluation										T	T	
Regular Agenda Items	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**
CEO Update report		R	R		R	R	R		R	R	R	
Monthly Health & Safety Report	R-2023	R	R		R	R	R		R	R	R	
Quarterly Employee and Turnover Metrics report	R-2023				R				R			
Performance and Measures Report		R - 2023			R		R			R		
Monthly Financial Variance Reports – Operating and Capital			R 2024		R 2024		R 2024				R 2024	
Legend: A = Approve R = Receive T = Task(updates as required)												