Appendix A

OPL BOARD KEY AGENDA ITEMS 2024

Governance: 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	
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)												