Appendix A

OPL BOARD KEY AGENDA ITEMS 2025

Governance: Legislative, Regulatory, Policy Accountability	**Jan 16**	**Feb 20**	**Mar 20**	**Apr 17**	**May 15**	**Jun 19**	**July 17**	**Aug 21 (if need)**	**Sept 18**	**Oct 16**	**Nov 20**
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	T
CEO Annual, Strategic Goals				R Q1			R Q2			R Q3 2025 R 2026	A 2026
Capital Projects Updates	T	T	T	T	T	T	T		T	T	T
CEO Evaluation				T	R	A					
Comprehensive Financial Report (quarterly) – Y/E Projections to Budget Operating & Capital, Fundraising, Reserve funds		R Q4 2024			R Q1 2025				R Q2 2025		R Q3 2025
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 2026 – Appointment of Auditors											R/A
Annual Board Evaluation											T
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-2024	R	R	R	R	R	R		R	R	R
Quarterly Employee and Turnover Metrics report		R Q4 2024		R Q1 2025			R Q2 2025			R Q3 2025	
Performance and Measures Report		R Q4 2024			R Q1 2025				R Q2 2025		R Q3 2025
Financial Variance Reports – Operating and Capital				R		R				R	
Legend: A = Approve R = Receive T = Task(updates as required)											