

Wollaston Garden Club Master Calendar Updated on 7/29/2020

MONTH	TASKS
JULY/AUG	<ul style="list-style-type: none"> • July 1 WGC fiscal year begins. • July 1 Terms of office begin for new Board members • July 1 GCFM Awards deadline • July 23 Mayflower deadline (for those wanting hard copy-Check with Asst. Treasurer). • Treasurer's Books audited for prior fiscal year • Finance Committee (Pres, VP, Treasurer and Asst.) of the Executive Committee meet to prepare upcoming budget • All Yearbook data ready for editor by July • Yearbook data gets final edits and is sent out for printing • Plan for Presidents' Tea (every 3 years- beginning 2011) • Plan for installation of Anne Hutchinson wreath (See June)- DOB July 1591
SEPTEMBER	<ul style="list-style-type: none"> • Treasurer pays monthly rent to WCC on or before 1st of each month • Update WGC calling tree and email list • Board approves budget and then Membership approval (1st monthly meeting) • President signs building use contract with WCC, if requested • South Shore District Coffee • Oct. 1 deadline- Treasurer renews 501C3 umbrella status with GCFM
OCTOBER	<ul style="list-style-type: none"> • Greens Sale - Committee begins planning meetings and sets schedule • GCFM fall conference • Nov. 15 deadline -Treasurer prepares the GCFM 501C3 Umbrella Status application • Nov. 15 deadline -Treasurer sends 990N (e-postcard) to IRS • Nov. 15 deadline -Treasurer sends 990EZ fed form and \$35 filing fee to MA Att. Gen.
NOVEMBER	<ul style="list-style-type: none"> • Dec. 1 - GCFM survey of Club activities sent (if requested) to the District • Board approves any changes to by-laws. Read at Nov. monthly meeting, if necessary • Nov. 15 deadlines for Treasurer- See Oct. • Dec. 1 deadline - GCFM Awards
DECEMBER	<ul style="list-style-type: none"> • Greens Sale • Board Holiday Meeting • Asst. Treasurer creates Addendum for yearbook
JANUARY	<ul style="list-style-type: none"> • Web tech support renews domain name with server • Jan. 25 deadline - GCFM poster contest (Alert Youth Committee) • Treasurer reviews mid-year line item spending

FEBRUARY	<ul style="list-style-type: none"> • Board reviews membership application • Board reviews meeting dates for next year's program • President/Board/Membership appoint a 3-member Nominating Committee every other year
MARCH	<ul style="list-style-type: none"> • Plant Sale -Committee begins planning meetings • 1st VP and one other attend GCFM Program event (Speakers Forum) • Dues and renewal applications collected by Asst Treasurer • Greens Sale Final Report • April 15 deadline - Treasurer sends renewal for GCFM insurance
APRIL	<ul style="list-style-type: none"> • Treasurer reviews line item spending/gets recommendations for new budget • Auditor appointed by Board • Nominating Committee presents suggestions to the Board • 1st VP hosts Program Committee Meeting; begins to sign program contracts • Approve and disperse charitable contributions • Tri-Club Meeting -Host every 3 years beginning 2010 (<i>2020 mtg canceled due to COVID-19</i>) • Dues and renewal applications continue to be collected by Asst Treasurer • May 1 deadline -Treasurer sends GCFM Annual Dues payment
MAY	<ul style="list-style-type: none"> • Treasurer presents line item spending to Board and together plan budget for next FY year • Plant Sale (3rd Sat. in May) • Post Office Box renewal payment due (notice in PO Box) • Installation Meeting -Terms begin July 1 (Invite new officers/chairs to shadow) • May 31 deadline- for membership dues and renewals to Asst Treasurer (Mentor list) • South Shore District Meeting
June	<ul style="list-style-type: none"> • Members Garden Tour Steering Committee Meeting • National Garden Club Week (1st full week of June) • Board reviews assignments of mentors by Membership Chair • June 20 deadline -All expense vouchers due to Treasurer • June 30 deadline - Corresponding Secretary sends Yearbook data to GCFM • Arrange for host/hostess gifts for Garden Tour and Garden Stroll members • July 1- arrange for the installation of member-created wreath at Anne Hutchinson Memorial stone on hillside across from Wollaston fire station.

