

Southwest Neighborhoods, Inc.
Year-at-a-Glance
2012

January

City Bureau Submit Budgets to Office of Management and Finance
Budget Hearings (optional)

February

SWNI Board Meeting: Wednesday, February 22, 7 pm

Appoint Nominating Committee for Board Elections in May
Appoint Personnel Committee to review policies and performance evaluations
Appoint Bylaw Committee to review bylaws for proposed changes

March

City Budget Hearings: **March 5th & March 21st**

Board Retreat (focus on organizational priorities)—**Saturday, March 10, 8:45 am to 2 pm**

SWNI Board Meeting: Wednesday, March 28, 7 pm

- Review Business Association Memberships
- Remind Neighborhood Associations and Standing Committees to Start Action Plans

April

Finance Committee Prepares draft Budget for Next Fiscal Year for Board review

SWNI Board Meeting: Wednesday, April 25. 7 pm

- Nominating Committee reports to Board on list of candidates for office
- Personnel Committee completes review of policies and performance evaluations; Board vote on policy changes, if any
- Board vote on bylaw changes, if any

Start planning for Volunteer Recognition Event

Remind Neighborhood Associations to Name Volunteer of the Year Award

Start Insurance Renewal Paperwork

Spring Candidate's Fair: **Tuesday, April 10th, Multnomah Center, 7 pm Forum**

May

Spring Cleanup – **Saturday, May 26th, 9 am to 1 pm, Portland Christian Center**

SWNI Board Meeting: **Wednesday, May 23rd, 7 pm**

- Board Officer Elections
- Adopt SWNI and Committee Action Plans
- Adopt Fiscal Year Budget (based on Mayor's Recommended Budget)
- Prepare ONI Grant Amendments, if any
- Prepare BES Grant Amendments, if any

June

Volunteer Recognition Party: **Tuesday, June 19, 7 pm**

SWNI Board Meeting: **Wednesday, June 27th, 7 pm**

- Approve City Grant Agreements (ONI, BES, Multnomah Center)
- Appoint Standing Committee Chairs
- Appoint Finance Committee members
- Appoint Organizational Committee Chairs (optional-may be done in February)
- Execute Conflict of Interest and Whistleblower provisions of bylaws

July

Starts Fiscal Year

SWNI Board Meeting: Wednesday, July 25, 7 pm (SWNI Board Picnic – Optional)

Hillsdale Pancake Breakfast – Sunday, July 29th

SWNI Orientation Training for new Board members and Neighborhood Association Chairs

Meet with New Standing Committee Chairs

Summer Concerts in the Park and Outdoor Movies (if funded)

August

National Night Out – Tuesday, August 7th

Multnomah Days – Saturday, August 18th

SWNI Board Meeting: Wednesday, August 22, 7 pm

Confirm School Reservations for Neighborhood Association meetings

Confirm reservations for SWNI Standing Committee meetings

Appoint Southwest Representative for Spirit of Portland Awards

Summer Concerts in the Park and Outdoor Movies (if funded)

September

Prepare fundraising letter for October issue (optional)

SWNI Board Meeting: Wednesday, September 26, 7 pm

- Board reviews draft 990s and other SWNI submittals due to IRS

October

SWNI Board Meeting: Wednesday, October 24, 7 pm

- Board approves 990s and other SWNI submittals due submittals to IRS

Fall Candidates Fair (optional)

Mail Fundraising Letter (optional)

Public Safety Month; SWNI Police Recognition Event: **Tuesday, October 30th, 7 pm**

Spirit of Portland Nominations due October 15

Neighborhood Small Grants deadline (if funded by the City of Portland)

November

Annual Fall Cleanup: Saturday, November 3rd, 9 am to 1 pm

Board Meeting: Wednesday, November 28th, 7 pm

December

SWNI Board Meeting: Wednesday, December 19, 7 pm (meeting moved to 3rd Wed due to holiday)

- Board Social or refreshments served at regular meeting

Multnomah Holiday Gala: Saturday, December 1st

Hillsdale Holiday Sing: Sunday, December 2nd