

2018 ELT BOARD MATERIAL MATRIX

Activity	February 28 BOARD	APRIL 11 BOARD	JUNE 13 BOARD	AUGUST 29 BOARD	OCTOBER 24 BOARD	DECEMBER 5 BOARD
Brainstorm draft agenda topics (Committee and Board)	January 18	March 1	May 3	July 19	September 13	October 25
Deadline for submission of draft Board agenda & Committee agenda to General Counsel & Secretary including time required, and decision/information item.	January 30	March 13	May 15	July 31	September 25	November 6
Discuss draft Board agenda (General Counsel & Secretary to attend ELT)	February 1	March 15	May 17	August 2	September 27	November 8
Formalize agenda items submitted to General Counsel (including time required, presenters, decision/information)	February 8	March 22	May 24	August 9	October 4	November 15
General Counsel to circulate revised draft agenda to ELT	February 9	March 23	May 25	August 10	October 5	November 16
Board materials (AIS, memo/PowerPoint, resolution as required) due to Dianne Hayes for distribution to ELT and General Counsel	By Noon February 13	By Noon March 26	By Noon May 29	By Noon August 14	By Noon October 9	By Noon November 20
ELT Board Material Discussion Meeting	February 16	March 29	June 1	August 17	October 12	November 23
Agenda Review with Chair & CEO AND circulate Final Agenda to ELT	February 16	March 29 EOD	June 1	August 17 EOD	October 12	November 23
Final board materials required for posting	February 20	April 3	June 4	August 20	October 15	November 26
COMMITTEE MEETING DATE	FEBRUARY 27	APRIL 10	JUNE 12	August 28	OCTOBER 23	DECEMBER 4
BOARD MEETING DATE	February 28	April 11	June 13	August 29	October 24	December 5

Red indicates ELT action is required.

September 25, 2017