

2017 ELT BOARD MATERIAL MATRIX

Activity	March 1 BOARD	APRIL 12 BOARD	JUNE 14 BOARD	AUGUST 30 BOARD	OCTOBER 25 BOARD	DECEMBER 6 BOARD
Brainstorm draft agenda topics (Committee and Board)	January 19	March 9	May 4	July 20	September 14	October 26
Deadline for submission of draft Board agenda & Committee agenda to General Counsel & Secretary including time required, and decision/information item.	January 31	March 14	May 16	August 1	Sept. 26	November 7
Discuss draft Board agenda (General Counsel & Secretary to attend ELT)	February 2	March 16	May 18	August 3	September 28	November 9
Formalize agenda items submitted to General Counsel (including time required, presenters, decision/information)	Feb. 9	March 23	May 25	August 10	October 5	November 16
General Counsel to circulate revised draft agenda to ELT	February 13	March 27	May 29	August 14	October 6	November 20
Board materials (AIS, memo/PowerPoint, resolution as required) due to Lorraine for distribution to ELT and General Counsel	By Noon February 14	By Noon March 28	By Noon May 30	By Noon August 15	By Noon October 10	By Noon November 21
ELT Board Material Discussion Meeting	February 16	March 30	June 1	August 17	October 12	November 23
Agenda Review with Chair & CEO	February 17	March 31	June 2	August 18	October 13	November 24
Circulate Final Agenda to ELT	February 17	March 31	June 2	August 18	October 13	November 24
Final board materials required for posting	February 21	April 3	June 5	August 21	October 16	November 27
COMMITTEE MEETING DATE	February 28	April 11	June 13	August 29	October 24	December 5
BOARD MEETING DATE	March 1	April 12	June 14	August 30	October 25	December 6

Red indicates ELT action is required.

June 20, 2016