

# WRSC Calendar of Annual Events (revised 11 Nov 2009)

(per 2007 Handbook)

References: C=Constitution; B= Bylaws; T= Tradition

<b>January</b>	Responsibility (indicated by Title)	Ref	
- Annual audit begins (hire auditors?)	Treasurer	C	
- Board discusses C. Fitz nominations (for past year)	Commodore	T	
- cruisers discuss Cruiser Award (past year cruising season)	Cruiser Chair	T	
- pay insurance policies	Treasurer	T	
- reimburse Newsletter Editor \$250 for personal expenses	Commodore	T	
- pay deposit for trophy order to receive discount	Treasurer	T	
- deadline for CBYRA "Green Book"	Fleet Captain	T	
- pay premiums for Bond for Commodore & Treasurer	Treasurer	T	
- pay Real Estate Taxes	Treasurer	T	
<b>February</b>			
- 1 - (or within 60 days of billing, whichever is latest) – dues deadline		C	
- 2 - late fee applies to dues (see above);		C	
- send forfeiture-warning ltr (T)?		T	
- Board votes on C. Fitz award (purchase give-away trophy, engrave perpetual trophy)	Commodore/ Membership	T	
- Board nominates/designates new Honorary Members	Board	C	
- prepare/mail new membership cards (new cipher lock code)	Commodore	T	
- 28 - Yearbook deadline (e.g., cruise & race schedules; members)		T	
- 28 - boat parking fees, applications due	Parking	T	
28 finalize & publish race schedule; finalize assignments of regatta chairs.	Fleet Capt.	T	
<b>March</b>			
- March Newsletter: include notice for General Meeting (April) giving Time, place, date, and list of issues to be considered.	Commodore Secretary	C	
- assign boat parking spaces, mail new stickers		T	
- change combo on front door (effective 3/1)	R. Commodore	T	
- advertise for Sailing School, hire SS instructors for new season	Sailing School	T	
- Trophies: get listing; place order(s)	Trophy Cmte	T	
Renew liquor license and other related licenses (due Apr)	House Chair	T	
31 – finalize assignment of RC's and Pro's	Fleet Capt.	T	
<b>April</b>			
- Fitting Out Day (House Chair; Grounds Chair)	R. Commodore	T	
-change batteries front door cipher lock; house thermostat; fan switches	R. Commodore	T	
- Yearbook printed/ready for General Meeting/Flag Raising	V. Commodore	T	
- General Meeting (notice: 14 days in advance)	Commodore/Sec	T	
- Flag Raising	Membership	T	
Carlton Fitz award; Cruiser Award	Board	T	
list of boats for champagne; list of past Commodores	Fleet Capt.	T	
- Friday BBQ begins on the Friday after Flag Raising	R. Commodore	T	
- advertise for Sailing School	Sailing School	T	

<b>May</b>			
- 1 – (or within 150 days of billing), whichever is latest) membership forfeited if dues not received;	Board/Commo	B	
- send forfeiture letters	Secretary	T	
- arrange for inspection of “dry fire main” on pier (Grounds Cmte)	R. Commodore	T	
- Friday eve BBQ begins	R. Commodore	T	
- Friday eve club races begin	Fleet Capt	T	
<b>June</b>			
- Open House	R. Commodore	T	
- arrange for inspection of all club fire extinguishers (House Cmte)	R. Commodore	T	
- club inspection by ??? for Sailing School Season	Sailing School	T	
- Sailing School begins (3 <sup>rd</sup> week?)	Sailing School	T	
<b>July</b>			
- 4 - 4 <sup>th</sup> of July Celebration		T	
- 2 <sup>nd</sup> Tuesday, Jr Regatta		T	
<b>August</b>			
- review Dues (amounts & structure) in <b>odd-numbered</b> years	Board	T	
- review need for monetary assessment	Board	T	
- annual regatta (complete planning) – all fleets participate	V. Commodore	T	
<b>September</b>			
- Annual regatta; Past Commodores Reception	V. Commodore	T	
- send “invite” letter to Provisional Members	Commodore	T	
- Commodore appoints Nominating committee	Commodore	C	
- past Commodore solicits nominations for new Board	Past Commo.	CT	
- Board begins work on next FY budget	Board	T	
<b>October</b>			
- October Newsletter: include notice for Annual Meeting (November) giving time, place, date, and list of issues to be covered.	Commodore Secretary	C	
- Board continues work on next FY budget	Board	T	
- Fall Rendezvous (CR & BB)			
- 31 – end of fiscal year; Treasurer arrange for annual audit of finances	Treasurer	C,B	
<b>November</b>			
- 1 - beginning of fiscal year		B	
- Fall Clean Up Day (House Chair; Grounds Chair)	R. Commodore	T	
- Board finalizes next FY budget for incoming Board	Board	T	
- Annual Mtg (Sat prior Thanksgiving) - election of officers; all Fleets present for year end awards (14 days advance notice required)	Commodore	C	
- w/Board consent, Commodore appoints: Treasurer, Secretary	Commodore	C	
- new Commodore appoints committee chairs	Commodore	T	
- Dues notices, parking applications, RC assignments mailed		T	

<b>December</b>			
- Financial data to auditors for annual audit	Treasurer	T	
- Committees (Cruising, Cruising Racing, One-Design, Sailing School, Junior Fleet) deposit record of activities with Historian.		C	
- Renew "DNR" registration/stickers for "WRSC" power boats (should get notice in mail; ev 2 yrs)	Fleet Capt	T	
- License plates for WRSC trailers (trailers may have to be inspected)	Fleet Capt	T	
- revise list(s) of WRSC members who are authorized to: <ul style="list-style-type: none"> <li>• purchase liquor</li> <li>• sign checks</li> <li>• have key to office</li> <li>• have key to pantry</li> <li>• approve payment of WRSC Bills</li> <li>• authorize bookkeeper to write WRSC checks</li> </ul>	Commodore	T	
- install "ice eaters" along pier	R. Commodore	T	
- distribute winter seminar schedule	Seminar Cmte	T	