

LGBT History Project of the LGBT Center of Central PA

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Title: Lily White & Company Administrative Calendar

Date: 1996

Location: LGBT-043 Lily White & Company Collection

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LILY WHITE & COMPANY, INC.

Administrative Calendar

SEPTEMBER

- 1 Personnel Committee - Written recommendations submitted to Board for Managing Director position.
- Nominating Committee - Begin evaluation of the company roster with the Artistic Director
- Public Relations Committee - PR plan for coming year submitted to Board.

BOARD MEETING

- Approval of Ways & Means general fund raising outline for fiscal year
- Approval of all standing committee chairpersons
- Dispersal of patient fund expenditures collected after March Board meeting
- Approval of Managing Director

OCTOBER

- 15 Public Relations' plan completed for December show

NOVEMBER

- 1 Nomination Committee - Search for candidates for Board positions to begin as well as By-Law changes/additions

BOARD MEETING

- 1 - Approval of Nomination Committee/Artistic revised membership roster

DECEMBER

- Membership sent Nomination Committee report

JANUARY

- 1 Personnel Committee begins search for Artistic Director
Artistic Director, Managing Director, President and Treasurer reports for Annual Report readied and given to Managing Director

BOARD MEETING

- Approval of Nomination Committee Report

ANNUAL MEETING

- Election of Board members

MARCH

- 1 Finance Committee - Report of budget review submitted to Board
Personnel Committee - Written recommendations for Artistic Director positions submitted to Board

BOARD MEETING

- Approval of Artistic Director
- Approval of Finance Committee budget revisions
- Dispersal of Lily Patient Funds collected since September Board Meeting
- Elections of officers (President and Secretary in even-numbered year, Vice President in odd-numbered year)

APRIL

- 1 Ways & Means begin work on General fund raising outline for next fiscal year
30 Public Relations plan completed for August show

May Bud Meeting

JUNE

- 1 Finance Committee requests individual budgets from committees and Secretary
15 General fund raising outline for next fiscal year completed
30 All budget requests given to Finance Committee

BOARD

Board Retreat

JULY

- 1** Personnel Committee begins Managing Director search
Public Relations Committee begins creation of PR plan for next fiscal year

BOARD MEETING

- Approval of Ways & Means GFRO for next fiscal year
- 31** Deadline for submission of resumés applications for Managing Director to Personnel Committee

AUGUST

- 1** Finance Committee submits budget to Board
- 31** Committee chairpersons selected by respective committees
Budget approved by Board for upcoming year