



MCTC Organizational Calendar

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
BID Advisory Report & Budget/Annual Plan: Annual Plan - summary document of current year's activities. Must be submitted to County in order for adviosry Baord to start working on Annual Report for following fiscal year. Annual Report & Budget - document required by County to approve BID for another year. Document to outline boudaries, assessment %, required matching funds & activites based on anticipated BID funds.												
Schedule County BOS Presentations for the year	MCTC											
Schedule City Council Meeting Presentations for the year	MCTC											
MCTC Board Recruitment					MCTC	MCTC						
New MCTC Board Appointments						BOS						
Employee Handbook Review								PRSNL	BOARD			
MCTC Board Officer Elections							BOARD					
MCTC Board Retreat & Training							BOARD					
Annual Financial Audit								FIN	BOARD			
BID Advisory Draft Report from Staff							MCTC					
Annual Report Discussed & Draft Creation							BID	BID	BID	BID		
Annual Report Draft Due										BID		
Annual Report presentation and accepted by County BOS											BID	
BID Public Hearing for Renewal											MCTC	
BID Approved by County											MCTC	
County Contract Approved by County												MCTC
VMC Quarterly Report - quarterly summary of activities as outlined in the annual marketing plan. Document is required by the County.	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
July through September - Draft			MCTC									
July through September - Approval				BOARD								
October through December - Draft						MCTC						
October through December - Approval							BOARD					
January through March - Draft									MCTC			
January through March - Approval										BOARD		
April through June - Draft	MCTC											
April through June - Approval		BOARD										
VMC Marketing & PR Plan and Budget - annual working document on all activities and expenditures.	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Working Draft on Budget							MCTC	FIN	BOARD			
VMC Staff Planning Session								MCTC				
Marketing Committee Planning Session									MKTG			
VMC Staff Drafts Marketing Plan									MCTC			
VMC Presents Final Draft Plan to Board for Approval										MCTC		
VMC Distributes Final Plan											MCTC	
VMC Annual Report - correspondence from VMC to travel industry business community regarding annual achievements, budgets and goals for following year.	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
VMC Staff Creates Report							MCTC					
VMC Annual Report Draft							BOARD					
VMC Publishes Annual Report & Distributes							MCTC					