MCTC Organizational Calendar

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.	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
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 Appoitments							BOS					
Employee Handbook Review							PRSNL	BOARD				
MCTC Board Officer Elections								BOARD				
MCTC Board Retreat & Training								BOARD				
Bank Account Audit								FIN	BOARD			
Annual Plan Presented to BID Advisory Board								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							FIN	BOARD				
VMC Staff Planning Session							MCTC					
Marketing Committee Planning Session w/ Marketing Agency								MKTG				
Draft Plan Review of Board, Cities & Stakeholders								MCTC				
VMC Staff & Marketing Agency Revises 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 reguarding 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											