

HARBOR BRANCH OCEANOGRAPHIC INSTITUTE

FOUNDATION

2017 Meeting Schedule

(in-person attendance preferred; video/phone conference participation available;
additional meetings may be schedule but only if necessary)

2017 Love Your Lagoon

Friday, February 3, 2017

Indian River Lagoon Symposium

Tentative -- Thursday/Friday, February 9-10, 2017

Full Board Meetings

(Board Dinners evening before)

8:30 am – 3:00 pm

- Tuesday, January 24
- Tuesday, April 25 (Adoption of FY17 Budget)
- Tuesday, June 6 (teleconference if needed; time TBD)
- Thursday, November 9

Finance Committee Meetings

2:00 pm – 3:30 pm

- Friday, January 13
- Friday, April 14 (Adoption of FY17 Budget)
- Friday, May 19
- Friday, October 13

Governance Committee Meetings

3:30 pm – 5:00 pm

- Friday, January 13
- Friday, April 14 (Adoption of FY17 Budget)
- Friday, May 19
- Friday, October 13

Grants Committee Meetings

- Meetings as needed prior to upcoming Board Meetings

Nominating Committee

- Meetings as needed (August through October)

Audit Committee Meetings

- Meetings as needed for the FY16 Audit per below:

Tentative Audit Timeline

TASK	DEADLINE	ASSIGNED
FAU DSO SLP <i>Due to Due From</i>	Jul 21, 2017	Debbie Dutton, Colleen Brennan, Brian Elwell
FAU HBOI Year End Report	Typically by Aug 10, 2017	FAU HBOI - Greg Morgan
HBOIF SLP Testing – Final Month (June)	Aug 10-16, 2017	Debbie Dutton, Colleen Brennan
DSO Component Unit Forms & Draft Financial Statements to FAU	Aug 22, 2017	Debbie Dutton, Colleen Brennan, Brian Elwell, Auditor
FAU HBOI Testing Response	Aug 22–29, 2017	FAU HBOI - Greg Morgan
Audit Launch, Onsite	No later than Sept 1, 2017	Auditor
SLP Monitoring Completion	No later than Sept 12, 2017	Debbie Dutton, Colleen Brennan
Draft Audit & Draft Form 990 Due	Oct 3, 2017	Auditor
Staff Review	Oct 4, 2017	Auditor, Katha Kissman, Debbie Dutton, Colleen Brennan
Audit Committee Review	Oct 5-10, 2017	Auditor, Audit Committee , Katha Kissman, Debbie Dutton, Colleen Brennan
Final Audit and Form 990 Due	No later than Oct 12, 2017	Auditor
Deadline for Board Approved Audited Financials to FAU	Oct 15, 2017	Debbie Dutton, Colleen Brennan
Audit Committee Presentation and Board Approval of Audit	Nov 9 Board Meeting	Full Board