

HARBOR BRANCH OCEANOGRAPHIC INSTITUTE

FOUNDATION

2020 Meeting Schedule

Subject to change.

In-person attendance preferred -- video/phone conference participation available.
Additional meetings may be schedule if necessary.

2020 Love Your Lagoon

Friday, February 7, 2020

Indian River Lagoon Symposium

Thursday/Friday, February 13-14, 2020

Full Board Meetings

(Board Dinners evening before)

8:30 am – 3:00 pm

- Thursday, January 30
- Thursday, April 30 (Approval of FY21 Budget)
- Thursday, June 25 (teleconference if needed; time TBD)
- Thursday, November 12

Finance Committee Meetings

2:00 pm – 3:30 pm

- Friday, January 24
- Friday, April 24
- Friday, July 31
- Friday, October 30

Governance Committee Meetings

- Meetings as needed prior to upcoming Board Meetings

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 FY20 Audit per below:

Audit Timeline

TASK	DEADLINE	ASSIGNED
FAU DSO SLP <i>Due to Due From</i>	Typically by July 20, 2020	Debbie Dutton, Jim McGuigan
FAU HBOI Year End Report for SLP Monitoring	Typically by Aug 14, 2020	FAU HBOI - Greg Morgan
DSO Component Unit Forms & Draft Financial Statements to FAU	August 17, 2020	Debbie Dutton, Jim McGuigan, Auditor
Audit Launch, Onsite	No later than August 31, 2020	Auditor
SLP Monitoring Completion	No later than Sept 14, 2020	Debbie Dutton
Draft Audit & Draft Form 990 Due	October 1, 2020	Auditor
Staff Review	October 2, 2020	Auditor, Katha Kissman, Debbie Dutton
Audit Committee Review	Meeting TBD October 5-9, 2020	Auditor, Audit Committee, Katha Kissman, Debbie Dutton
Final Audit and Form 990 Due	No later than October 16, 2020	Auditor
Deadline for Board Approved Audited Financials to FAU	October 16, 2020	Debbie Dutton
Audit Committee Presentation and Board Approval of Audit	November 19 Board Meeting	Full Board