

HARBOR BRANCH OCEANOGRAPHIC INSTITUTE

FOUNDATION

2016 Meeting Schedule

(additional meetings may be schedule but only if necessary)

2016 Love Your Lagoon

Friday, February 5, 2016

Indian River Lagoon Symposium

Thursday/Friday, February 11-12, 2016

Full Board Meetings

(Board Dinners evening before)

8:30 am – 3:00 pm

- Thursday, January 28
- Thursday, April 28 (Adoption of FY16 Budget)
- Thursday, June 16 (teleconference if needed; time TBD)
- Thursday, November 10

Finance Committee Meetings

8:30 am - 10:00 am; all teleconference unless otherwise noted

- Friday, January 22
- Friday, April 22
- Friday, September 9
- Friday, November 4

Governance Committee Meetings

10:00 am – 11:30 am; all teleconference unless otherwise noted

- Friday, January 22
- Friday, April 22 - **Cancelled**
- Friday, September 9
- Friday, November 4

Audit Committee Meetings

- Meetings as needed for the FY16 Audit

Tentative Audit Timeline

TASK	DEADLINE	ASSIGNED
FAU DSO SLP <i>Due to Due From</i>	July 22, 2016	Brennan, Brian Elwell
FAU HBOI Year End Report	Typically by August 10, 2016	FAU HBOI - Greg Morgan
HBOIF SLP Testing – Final Month (June)	August 10-16, 2016	Colleen Brennan
DSO Component Unit Forms & Draft Financial Statements to FAU	August 22, 2016	Colleen Brennan, Brian Elwell, Auditor
FAU HBOI Testing Response	August 22–29, 2016	FAU HBOI - Greg Morgan
Audit Launch, Onsite	No later than September 1, 2016	Auditor
SLP Monitoring Completion	No later than September 12, 2016	Colleen Brennan
Draft Audit & Draft Form 990 Due	October 3, 2016	Auditor
Staff Review	October 4, 2016	Auditor, Kissman, Brennan
Audit Committee Review	October 5-10, 2016	Auditor, Audit Committee , Kissman, Brennan
Final Audit and Form 990 Due	No later than October 14, 2016	Auditor
Deadline for Board Approved Audited Financials to FAU	October 15, 2016	Brennan
Audit Committee Presentation and Board Approval of Audit	November 9 Board Meeting	Full Board

Grants Committee Meetings

- Meetings as needed

Nominating Committee Meetings

- Meetings as needed