

HARBOR BRANCH OCEANOGRAPHIC INSTITUTE

FOUNDATION

2018 Meeting Schedule

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

2018 Love Your Lagoon

Friday, February 2, 2018

Indian River Lagoon Symposium

Tentative -- Thursday/Friday, February 8-9, 2018

Full Board Meetings

(Board Dinners evening before)

8:30 am – 3:00 pm

- Tuesday, January 23
- Tuesday, May 1 (Approval of FY17 Budget)
- Tuesday, June 12 (teleconference if needed; time TBD)
- Thursday, November 8

Finance Committee Meetings

2:00 pm – 3:30 pm

- Friday, January 19
- Friday, April 20 (Adoption of FY17 Budget)
- Friday, June 8
- Friday, October 26

Governance Committee Meetings (if needed)

3:30 pm – 5:00 pm

- Friday, January -19
- Friday, April 20
- Friday, June 8
- Friday, October - 26

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>	July 23, 2018	Debbie Dutton, Brian Elwell
FAU HBOI Year End Report	Typically by Aug 10, 2018	FAU HBOI - Greg Morgan
HBOIF SLP Testing – Final Month (June)	August 13-17, 2018	Debbie Dutton
DSO Component Unit Forms & Draft Financial Statements to FAU	August 22, 2018	Debbie Dutton, Brian Elwell, Auditor
FAU HBOI Testing Response	August 27-31, 2018	FAU HBOI - Greg Morgan
Audit Launch, Onsite	No later than August 31, 2018	Auditor
SLP Monitoring Completion	No later than Sept 12, 2018	Debbie Dutton
Draft Audit & Draft Form 990 Due	October 3, 2018	Auditor
Staff Review	October 4, 2018	Auditor, Katha Kissman, Debbie Dutton
Audit Committee Review	October 5-10, 2018	Auditor, Audit Committee, Katha Kissman, Debbie Dutton
Final Audit and Form 990 Due	No later than October 12, 2018	Auditor
Deadline for Board Approved Audited Financials to FAU	October 15, 2018	Debbie Dutton
Audit Committee Presentation and Board Approval of Audit	November 6 Board Meeting	Full Board