

HARBOR BRANCH OCEANOGRAPHIC INSTITUTE

FOUNDATION

2019 Meeting Schedule

Subject to change.

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

2019 Love Your Lagoon

Friday, February 1, 2019

Indian River Lagoon Symposium

Thursday/Friday, February 7-8, 2019

Full Board Meetings

(Board Dinners evening before)

8:30 am – 3:00 pm

- Thursday, January 31
- Thursday, April 25 (Approval of FY20 Budget)
- Thursday, June 20 (teleconference if needed; time TBD)
- Thursday, November 14

Finance Committee Meetings (To be set 2-3 weeks prior to actual Board Meeting dates)

2:00 pm – 3:30 pm

- Friday, January 18
- Friday, April 19
- Friday, July 19
- Friday, October 25

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 FY18 Audit per below:

Audit Timeline

TASK	DEADLINE	ASSIGNED
FAU DSO SLP Due to Due From	Typically by July 22, 2019	Debbie Dutton, Brian Elwell
FAU HBOI Year End Report	Typically by Aug 10, 2019	FAU HBOI - Greg Morgan
HBOIF SLP Testing – Final Month (June)	August 12-16, 2019	Debbie Dutton
DSO Component Unit Forms & Draft Financial Statements to FAU	August 22, 2019	Debbie Dutton, Brian Elwell, Auditor
FAU HBOI Testing Response	August 26-30, 2019	FAU HBOI - Greg Morgan
Audit Launch, Onsite	No later than August 30, 2019	Auditor
SLP Monitoring Completion	No later than Sept 13, 2019	Debbie Dutton
Draft Audit & Draft Form 990 Due	October 3, 2019	Auditor
Staff Review	October 4, 2019	Auditor, Katha Kissman, Debbie Dutton
Audit Committee Review	Meeting TBD October 7-11, 2019	Auditor, Audit Committee, Katha Kissman, Debbie Dutton
Final Audit and Form 990 Due	No later than October 15, 2019	Auditor
Deadline for Board Approved Audited Financials to FAU	October 15, 2019	Debbie Dutton
Audit Committee Presentation and Board Approval of Audit	November 6 Board Meeting	Full Board