

HARBOR BRANCH OCEANOGRAPHIC INSTITUTE

FOUNDATION

2019 Meeting Schedule

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

2019 Love Your Lagoon

Friday, February 8, 2019

Indian River Lagoon Symposium

Tentative -- Thursday/Friday, February 14-15, 2019

Full Board Meetings

(Board Dinners evening before)

8:30 am – 3:00 pm

- Thursday, January 31
- Thursday, May 3 (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 19
- 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:

Tentative Audit Timeline

TASK	DEADLINE	ASSIGNED
FAU DSO SLP <i>Due to Due From</i>	July 23, 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 13-17, 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 27-31, 2019	FAU HBOI - Greg Morgan
Audit Launch, Onsite	No later than August 31, 2019	Auditor
SLP Monitoring Completion	No later than Sept 12, 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	October 5-10, 2019	Auditor, Audit Committee, Katha Kissman, Debbie Dutton
Final Audit and Form 990 Due	No later than October 12, 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