

HOUSTON CITY COUNCIL - YEARLY AGENDA

Created 4/16/2018 by Sharon Johnson Munn, 2017-2018 President

ALL **EVENT CHAIRS** MUST SUBMIT THEIR VENUE CONTRACT AND OTHER DOCUMENTS TO THE BOARD FOR APPROVAL BEFORE SIGNING ANY DOCUMENTS

ALL **FLYERS** SHOULD INCLUDE (to the extent known) CLIP ART, DATE, PLACE, TIME, COST, THEME, MENU, RESERVATIONS/CANCELLATION DEADLINES, RESERVATIONS CHAIR'S (NAME, EMAIL, ADDRESS AND PHONE NUMBER), CHAIR AND CO-CHAIR (EMAIL & PHONE NUMBERS)

ALL **FINAL REPORTS** – Verbal Report at Meeting – Give Copy of written report to Recording Secretary for the minutes

WHEN GIVING **COPIES** TO LIBRARIANS, WRITE NAME OF EACH CHAPTER, OFFICER, or ASSOCIATE MEMBER ON THEM {26 copies}

DEADLINE	ACTION	CONTACT
May (ASAP)	MEET WITH ST. MARK'S CHURCH SECRETARY Reserve meeting room from August - June	Outgoing & Incoming Presidents
May (ASAP)	SUBMIT TREASURER'S RECORDS TO AUDIT CHAIR Audit Treasurer's Records	Outgoing Treasurer Audit Chair
May (ASAP)	SUMMER SOCIAL FLYER DUE Send .pdf copy to Corresponding Secretary Email flyer to all HCC Members	President-Elect Corresponding Secretary
May HCC Meeting	WOMEN OF THE YEAR INVITED TO THIS MEETING ANNOUNCE NEW INCOMING COMMITTEE CHAIRS/CO-CHAIRS --- OUTGOING & INCOMING COMMITTEES REPORT AT THIS MEETING HAND OUT UPDATED PROCEDURES MANUALS FINAL BUDGET VERSUS ACTUAL REPORT DUE Make copies for all Incoming board members	President President Outgoing/Incoming Committee Chairs Person Who Updated the Manuals Outgoing Treasurer
May HCC Meeting	RITUAL TEA FINAL REPORT DUE IN YEARS WHEN RITUAL TEA IS HELD	Vice President
May Board Meeting	Draft Proposed Budget for Board Review and Input Contact Space Area Councils for new officer information	Treasurer Corresponding Secretary
MAY 31	WICK NEWS DUE - [By-Law Article X – Section 2p]	Incoming Wick Chair
June HCC Meeting	FLYERS DUE FOR FASHION SHOW, SWEETHEART TEA, SWEETHEART BALL, LEGACY TEA AND FOUNDER'S DAY Provide as much information as known for the HCC Directory and Chapter Yearbooks Make copies and give to Librarians TAKE RESERVATIONS/CHECKS FOR SUMMER SOCIAL CHAPTERS TURN IN CHANGES FOR NEW DIRECTORY Make copies for Corresponding Secretary and Directory Chair TAKE ORDERS FOR THOSE WHO WANT TO BUY PRINTED HCC DIRECTORY AUDIT REPORT FOR OUTGOING BUDGET DUE [By-Law Article X – Section 2a] VOTE ON PROPOSED BUDGET Make 15 copies and hand out to council reps to share [By-Law Article V – Section 7g] [By-Law Article XI – Sections 4 & 6] FOUNDER'S DAY FINAL REPORT DUE	Fashion Show Chair Sweetheart Tea/Ball Chair Legacy Tea Chair President-Elect Librarians put in Folders President-Elect Chapters Directory Chair Audit Chair or Treasurer Council Reps Vote Treasurer Outgoing President-Elect

DEADLINE	ACTION	CONTACT
JUNE AFTER HCC MEETING	MAIL ALL IMPORTANT DOCUMENTS LEFT IN FOLDERS (Submit Reimbursement Request for Stamps to Treasurer)	Librarians
June Board Meeting (Optional)	Summer Social Workshop	President-Elect
June	PAY FOR HCC DOMAIN NAME – Due August 1	Webmaster
JUNE 30	WICK NEWS DUE - [By-Law Article X – Section 2p]	Wick Chair
NO SCHEDULED HCC MEETING AND NO SCHEDULED BOARD MEETING HELD IN JULY		
July	SUMMER SOCIAL [By-Law Article X1 – Section 3] [Standing Rules 6 & 7] [Tradition 1d]	President-Elect
JULY 31	WICK NEWS DUE – OPTIONAL [By-Law Article X – Section 2p]	Wick Chair
August Board Meeting	Summer Social Final Report	President - Elect
August HCC Meeting LAST MONDAY IN AUGUST	HAND OUT PURCHASED DIRECTORIES (Collect Money) UPLOAD DIRECTORY TO WEBSITE (AFTER MEETING) (Full and Half Sizes) for those who want to print the Directory themselves FINAL FASHION SHOW FLYER DUE SUMMER SOCIAL FINAL REPORT	Directory Chair Webmaster Fashion Show Chair President-Elect
AUGUST 31	WICK NEWS DUE – OPTIONAL [By-Law Article X – Section 2p]	Wick Chair
NO SCHEDULED HCC MEETING HELD IN SEPTEMBER		
September Board Meeting	General items	President
SEPTEMBER 30	WICK NEWS DUE	Wick Chair
October HCC Meeting	FIRST ½ OR ALL HCC DUES ARE DUE [By-Law Article IV – Section 3 & Article XI – Section 1] [Standing Rule 10] TAKE RESERVATIONS/CHECKS FOR FASHION SHOW NEW YEAR'S CAPA FORMS MUST BE SUBMITTED TO EXECUTIVE BOARD FOR APPROVAL Only if there is any change to the Prior Year's forms	Treasurer Fashion Show Chair CAPA Chair
October	PAY MEETING VENUE 1 ST HALF OF YEARLY DONATION	Treasurer
October	FASHION SHOW [By-Law Article X1 – Section 3] [Standing Rule 6 & 7] [Tradition 1b]	Fashion Show Chair
October Board Meeting	Review CAPA Forms if there are changes Take Group Picture of Board for Christmas Card Design Board Christmas Card – Need cards for council chapters, board members, associate members, area councils & International Plan December HCC Christmas Meeting President picks item category for Gift Exchange Are there any chapters delinquent on dues?	President President Treasurer
OCTOBER 31	WICK NEWS DUE	Wick Chair

DEADLINE	ACTION	CONTACT
November HCC Meeting	<p>FLYER INVITING MEMBERS TO DECEMBER HCC MEETING Make copies and give to Librarians</p> <p>NEW YEAR'S CAPA FORMS DUE Upload to Website – Chapters are to print their copy [By-Law Article X – Section 2b] [Standing Rules 3 & 8] [Tradition 1a4]</p> <p>FASHION SHOW FINAL REPORT DUE</p> <p>RESERVE TABLES FOR CHAPTER WAYS & MEANS @ DECEMBER HCC MEETING (Contact President)</p>	<p>President Librarians put in Folders</p> <p>CAPA Chair Webmaster</p> <p>Fashion Show Chair</p> <p>Chapters President</p>
November BOARD Meeting	Plan Board Christmas Dinner, Meeting & Gift Exchange	President
NOVEMBER 30	WICK NEWS DUE	Wick Chair
December HCC Meeting	<p>CHAPTER WAYS & MEANS</p> <p>CHRISTMAS GIFT EXCHANGE</p> <p>REFRESHMENTS</p> <p>BOARD CHRISTMAS CARDS TO CHAPTERS, BOARD MEMBERS & ASSOCIATE MEMBERS</p> <p>MAIL BOARD CHRISTMAS CARDS TO AREA COUNCILS & INTERNATIONAL</p> <p>FINAL SWEETHEART TEA FLYER, SWEETHEART INFORMATION FORM AND INVITATIONS DUE For: International Award of Distinction Recipients, HCC Board, HCC Royal Court, Chapter Sweethearts Make copies and give to Librarians</p>	<p>Chapters</p> <p>Members</p> <p>Board</p> <p>Librarians put in Folders</p> <p>Corresponding Secretary</p> <p>Sweetheart Tea/Ball Chair</p> <p>Librarians put in Folders</p>
December AFTER HCC MEETING	MAIL ALL IMPORTANT DOCUMENTS LEFT IN FOLDERS (Submit Reimbursement Request for Stamps to Treasurer)	Librarians Treasurer
December Board Meeting	Board Christmas Dinner, Meeting & Gift Exchange	President
DECEMBER 31	WICK NEWS DUE	Wick Chair

DEADLINE	ACTION	CONTACT
January HCC Meeting	<p>PRESIDENT'S PACKET TO CHAPTERS Letter from President First Lady of the Year Nomination Instructions Next Years' Service Project Proposal Instructions Election of Next Year's Officers information Duties of Officers Officer Resume Form Duties of the Standing Committees Committee Sign-Up form</p> <p>Make copies and give to Librarians</p> <p>CHAPTER SWEETHEART INFORMATION FORMS DUE Give or email to Sweetheart Tea/Ball Chair</p> <p>SWEETHEART BALL FLYER DUE Make copies and give to Librarians</p> <p>RITUAL DAY FORM & FINAL RITUAL DAY FLYER How many members attending & Who will be taking what Ritual Make copies and give to Librarians</p>	<p>President</p> <p>Librarians will put in Folders</p> <p>Chapters</p> <p>Sweetheart Tea/Ball Chair Librarians put in Folders</p> <p>Vice President</p> <p>Librarians will put in Folders</p>
January	<p>SWEETHEART TEA Gifts for Sweethearts and Judges Group and Individual Pictures of Sweethearts [By-Law Article X – Section 2n] [Standing Rule 7]</p>	Sweetheart Tea/Ball Chair
January Board Meeting	Discuss Ideas for Outgoing Board Gift to Incoming Board	President
JANUARY 31	WICK NEWS DUE	Wick Chair
February HCC Meeting	<p>TAKE RESERVATIONS/CHECKS FOR SWEETHEART BALL</p> <p>SECOND ½ OF HCC DUES ARE DUE [By-Law Article IV – Section 3 & Article XI – Section 1] [Standing Rule 10]</p> <p>FIRST LADY OF THE YEAR NOMINATION RESUMES DUE Make copies and give to Librarians [Standing Rule 5]</p> <p>SERVICE PROJECT FOR NEXT YEAR PROPOSALS DUE [By-Law Article X – Section 2m1] [Tradition 2]</p> <p>FINAL LEGACY TEA FLYER DUE Make copies and give to Librarians</p>	<p>Sweetheart Tea/Ball Chair</p> <p>Treasurer</p> <p>All who are nominating someone Librarians put in Folders</p> <p>Give to Service Chair</p> <p>Legacy Tea Chair</p>
February HCC Meeting IN YEARS WHEN RITUAL DAY IS HELD	<p>RITUAL DAY FORM DUE TURN IN Ritual Pins and/or Certificates/Booklets</p>	Vice President
February	PAY VENUE 2ND HALF OF YEARLY DONATION	Treasurer
February	<p>SWEETHEART BALL Group of 3 picture of new Royal Court Group & Individual pictures of sweethearts [By-Law Article X – Section 2n] [By-Law Article X1 – Section 3] [Standing Rules 6, 7 & 9] [Tradition 1c]</p>	Sweetheart Ball Chair
February AFTER SWEETHEART BALL	SENT CONGRATULATIONS CARDS TO ALL SWEETHEARTS AND ROYAL COURT AND INVITE THEM TO THE MARCH HCC MEETING	Corresponding Secretary

DEADLINE	ACTION	CONTACT
February HCC Board Meeting	Determine What Gift Outgoing Board will give Incoming Board Order 7 Gifts Determine tentative date and place for Outgoing/Incoming Board Dutch Treat Luncheon or Dinner Are any chapters delinquent on dues?	President and President-Elect President President and President-Elect Treasurer
February	PAY FOR WEBSITE HOSTING – Due April 1	Webmaster
FEBRUARY 28	WICK NEWS DUE	Wick Chair
March HCC Meeting	FIRST LADY OF THE YEAR VOTE [Standing Rule 5] FOUNDER’S DAY FINAL FLYER DUE Give copies to Librarians HCC OFFICER RESUMES DUE NOMINATING COMMITTEE & CHAIR ELECTION [By-Law Article VI – Section 1] SERVICE PROJECT FOR NEXT YEAR Prepare and provide proposal summary to Librarians [By-Law Article X – Section 2m2] [Tradition 2] COMMITTEE SIGN UP SHEETS FOR NEXT YEAR DUE CAPA COMMITTEE PARTICIPATION FORMS DUE If you were a chairman for last year’s Founders Day, this year’s Summer Social, Sweetheart Ball, Fashion Show, Legacy Tea, or chairman for any other council committee you will need to complete this form. CAPA LETTER OF INTENT TO ENTER OR NOT TO ENTER YEARBOOK AND/OR SCRAPBOOK CONTEST DUE CHAPTER WOMAN OF THE YEAR INFORMATION FORMS Make copies and give to Librarians	President Sweetheart Ball Chair Librarians put in Folders President President Service Chair Librarians put in Folders President-Elect CAPA Chair CAPA Chair President-Elect Librarians put in Folders
March AFTER HCC MEETING	MAIL INVITATION TO FOUNDER’S DAY TO FIRST LADY OF THE YEAR AND OUTGOING SERVICE REPRESENTATIVE	President-Elect
March AFTER HCC MEETING	NOMINATING COMMITTEE MEET	Nominating Committee Chair
March HCC Board Meeting	Determine Updates that need to be made to Officer and Committee Procedures Binders	President & President-Elect
March IN YEARS WHEN RITUAL DAY IS HELD	RITUAL TEA [Standing Rule 7]	Vice President
March	LEGACY TEA [By-Law Article X – Section 2g] [Standing Rule 7] [Tradition 1e]	Legacy Tea Chair
March	VISIT HCC MEETING VENUE CONTACT AND RESERVE FOR NEXT YEAR	President & President-Elect
March	DETERMINE PRESIDENT’S AWARDS FOR FOUNDER’S DAY AND ORDER PLAQUES AND/OR PRINT CERTIFICATES	President
MARCH 31	WICK NEWS DUE	Wick Chair

DEADLINE	ACTION	CONTACT
April HCC Meeting	<p>TAKE RESERVATIONS FOR FOUNDER'S DAY</p> <p>ALL OFFICERS AND COMMITTEE CHAIRS MUST TURN IN THEIR PROCEDURES BINDERS</p> <p>CAPA – All forms for all CAPA contests must be turned in by the close of the April Council meeting for judging. None will be accepted after the meeting.</p> <p>CAPA Council Participation and CAPA Chapter Participation Scrapbook and/or Yearbook Best Program, Best Service Project, Best Social, Best Ways & Means Project</p> <p>WOMAN OF THE YEAR FORM FOR EACH CHAPTER DUE</p> <p>COMMITTEE SIGN-UP SHEETS FOR NEXT YEAR DUE</p> <p>VOTE ON SERVICE PROJECT FOR NEXT YEAR [By-Law Article X – Section 2m3]</p> <p>SWEETHEART TEA AND BALL FINAL REPORT DUE</p> <p>NOMINATING COMMITTEE REPORT – Chair prepares brief resume of each nominee's qualifications; verbally presents to membership; and gives copies of report to HCC President, President-Elect and Recording Secretary. [By-Law Article VI – Section 2]</p> <p>COUNCIL OFFICER ELECTION NOMINEES & FLOOR NOMINATIONS [By-Law Article VI – Section 2]</p> <p>Newly Elected Officers – Brief Meeting after adjournment to schedule April Incoming Board Meeting & see if everyone is available on proposed Joint Board Luncheon or Dinner Date</p>	<p>President-Elect</p> <p>Outgoing President-Elect</p> <p>CAPA Chair</p> <p>President-Elect</p> <p>President-Elect</p> <p>President</p> <p>Sweetheart Tea/Ball Chair</p> <p>Nominating Committee Chair</p> <p>President</p> <p>President-Elect and Newly Elected Officers</p>
April AFTER HCC MEETING	DETERMINE IF ANY UPDATES NEED TO BE MADE TO THE PROCEDURES BINDERS - Make Changes in appropriate individual binders and Master Binder	Outgoing President-Elect
April HCC Incoming Board Meeting	Select Committee Chairs Determine where/when Board Meetings will be held Determine who will present programs at HCC Meetings from May-April	Incoming President
April AFTER BOARD MEETING	CALL EACH COMMITTEE CHAIR AND CO-CHAIR Tell them of their appointment by the board. Invite them to May HCC Meeting to get their Committee Procedure Binders	Incoming President
April BEFORE FOUNDER'S DAY	OUTGOING AND INCOMING BOARDS Dutch Treat Luncheon or Dinner. Outgoing Board presents gifts to Incoming Board (Gifts are paid for by outgoing board members)	Outgoing President
April LAST SATURDAY	HCC FOUNDER'S DAY CELEBRATION [By-Law Article X1 – Section 3 – Re President] [Standing Rules 1, 2, 5, 6, 7 & 11] [Tradition 1a]	President-Elect
April AFTER FOUNDER'S DAY	MAIL CONGRATULATIONS CARDS TO ALL WOMEN OF THE YEAR AND AWARD WINNERS – Invite Women of the Year to the May HCC Meeting	Outgoing Corresponding Secretary
April 30	ALL REQUESTS FOR REIMBURSEMENT DUE	Outgoing Treasurer
APRIL 30	WICK NEWS DUE	Outgoing Wick Chair