

ROYALE COACH CLUB

2016 CALENDAR

JANUARY		
1st	Treasurer	Send dues notices to members who have not renewed.
1st	Treasurer	Invoice sponsor for Spring Rally; payment is due Jan 30th
1st	2 nd V.P.	Order certificate of Insurance for Spring Rally from FMCA
15th	Spring Rally Master	Publish rally registration forms (at least 90 days prior to rally)
31st	Treasurer	Prepare financial report and send to President for audit
FEBRUARY		
28th	members	Deadline for dues payment to remain in Royale Coach Club
MARCH		
1st	Treasurer	Drop members from club for non payment of dues
10 th	Website Manager	Update membership directory on website.
APRIL		
15th	President	Prepare agendas for BOD and general meetings at Spring rally. Email to board.
26 th -30th	John and Mary Habicht	Spring rally, Savannah, GA
MAY		
1st	Treasurer	Invoice sponsor for Fall Rally (payment due May 30 th)
15th	Secretary	Email meeting minutes from BOD and general meetings to Website Manager
15th	Treasurer & John and Mary	Reconcile finances from Spring Rally

	Habicht	
15th	Treasurer	File form 990 with the IRS
15th	Naomi & Nick Theisz	Publish rally registration forms (at least 90 days prior to rally)
JUNE		
JULY		
1st	2 nd V.P.	Order certificate of Insurance for Fall Rally from FMCA
AUGUST		
3 rd -6th	National Director	FMCA Convention West Springfield, MA
SEPT		
OCT		
1st	President	Prepare agendas for BOD and general meetings at Fall rally. Email to board.
17 th -26th	Naomi & Nick Theisz	Fall Rally, Tucson, AZ.
NOV		
1st	Treasurer	Send dues notices to membership
1st	President	Prepare 2017 Club Calendar and email to BOD
10th	Secretary	Email meeting minutes from BOD meeting and general meeting to Website Manager.
15th	Treasurer & Naomi & Nick Theisz	Reconcile finances from Fall Rally.
DEC		
15th	Secretary	Send to FMCA: Officers Form Chapter Meeting Verification Form Updated Chapter Roster