

**Eden United Church of Christ
Board of Trustees
2018–2019 Work Plan**

July	Welcome and Orient New Board Members Review Preventive Maintenance Activities for the Month Schedule Seasonal Floor Cleanings Update Annual Work Plan
August	Review Previous Year’s Operating Budget Report, looking at actuals Review Preventive Maintenance Activities for the Month Review Trustees Policies Take First-Aid and CPR Training – if required Present Annual Work Plan to Church Council
September	Review Preventive Maintenance Activities for the Month Check/Test Roof and Window Caulking
October	Coordinate with Treasurer for GL and D&O Insurance Renewal Review Preventive Maintenance Activities for the Month “Winterize” the Church (see maintenance spreadsheet for details)
November	Receive Report on Insurance Renewal Review Preventive Maintenance Activities for the Month Review, Update, and Prioritize “Wish List” Review Capital Replacement Budget Holiday Decorating (November 25)
December	Review Preventive Maintenance Activities for the Month Prepare Capital Replacement Budget Report for Council Prepare “Wish List” Report to Council
January	Christmas Un-decorating (Jan 8) Present Capital Replacement Budget Report for Council Present “Wish List” Report to Council Review Preventive Maintenance Activities for the Month
February	Review Preventive Maintenance Activities for the Month
March	Appoint 2017–2018 Budget Committee Rep Begin 2017–2018 Budget Preparations Receive Report on Tenant Lease Renewals Review Preventive Maintenance Activities for the Month

April	Finalize 2017–2018 Budget Recommendations Review Preventive Maintenance Activities for the Month Set 2018–2019 Tenant and Casual Rental Rates Based on Bay-Area CPI & Send Tenant Notices “Summerize” the Church – see maintenance spreadsheet for details
May	Receive 2017–2018 Budget Committee Report Create a subcommittee to review and Update Standard Operating Procedure Manual. Report back in June. Review Preventive Maintenance Activities for the Month Dedication of 2017–2018 Pledges (May 21)
June	Review Preventive Maintenance Activities for the Month Contribute to Eden UCC 153 rd Annual Report