

# Incorporation Timeline

Vancouver Child Care Leadership School  
*Draft for Discussion (1.0)*

<b>Action or Item</b>	<b>Due date</b>	<b>Notes</b>
Apply for name request	11/28/11	Name must be approved before we can formally incorporate
Formally incorporate: - Identify initial subscribers - Approve memo of assoc. - Approve rules - Elect directors and officers - Certify copies of documents - Submit paperwork	12/31/11	Time this so that first general meeting is within three months of incorporation.
Open credit union account and have financial systems in place	01/31/11	
First general meeting (fulfill requirements for general meeting)	03/10/12	Within three months of incorporation.
First strategic planning meeting (approve budget for next year)	03/10/12	Every first Saturday in May thereafter
End of first fiscal year	06/30/12	
Annual general meeting	09/16/12	Within four months of start of fiscal year
File change of directors	09/31/12	Within 15 days of change
File annual report	11/16/12	Within 2 months of annual meeting

# Annual Planning & Business Calendar

Vancouver Child Care Leadership School  
*Draft for Discussion (1.0)*

<b>Action or Event</b>	<b>Date</b>	<b>What to Accomplish</b>
Quarterly executive meetings  (3 per year)	Second Thursday of October, January, and April	General business
"Liberation Learning Workshops"  (7 per year)	Third Saturday of September, October, November, January, February, March, and April	Leadership and professional development in early childhood education and child care
"Looking Forward Retreat"  (province-wide strategic planning conference)  (this will become a province- wide gathering that brings leaders from the different community schools to one location and combines strategic planning, leadership development, and networking between communities)	First weekend in May	Conduct evaluation and review of the past year  Approve strategic plan for the next year  Adopt workshops calendar for next year  Adopt community events calendar for next year  Identify workshop facilitators and workshop coordinators for the next year  Develop budget for the next year
Start of Fiscal Year	July 1st	
"Annual General Meeting"	Second Sunday in September (within four months of the start of fiscal year)	Report financials from the past year  Elect directors and officers  Approve budget
File Change in Directors	Within 15 days of change of directors	Complete and file report
File Annual Report	Within two months of Annual General Meeting	Complete and file report
"Staying on Track Retreat" (mid-year evaluation)	Third or fourth Sunday in January	Conduct evaluation and review of the past year