

## **FRIENDS OF THE CHEYENNE BOTANIC GARDENS EXECUTIVE DIRECTOR**

### **MONTHLY ACTIVITIES**

#### **Monthly**

- E-newsletter
- Email and snail mail membership renewal reminders (email first of the month; snail mail third week of the month)
- Finance Committee meeting and/or review of monthly financials

#### **January**

- End-of-year appeal wrap-up
- Orient new board members elected in December
- Finalize grant reports from the previous year. Most are due between January and March.
- Preview, plan for, prepare grant proposals for upcoming year.
  - Cheyenne Civic League is usually due January 15ish
  - AARP community grants are due March 5ish
- Annual Glass Art Show will be installed by CBG staff - members only preview the evening before it opens to the public (usually the last Monday or Tuesday of the month)
- Issue tax summaries through Bloomerang to donors

#### **February - board meeting month**

- Begin talking with CBG staff about subject of annual appeal
- Organization insurance policy renewal by beginning of the month

#### **March**

- Conduct annual membership sweep of lapsed members from previous calendar year (email and snail mail; email first of the month, snail mail third week of the month)
- Finalize grant reports and proposals for first half of year
- Work with CBG staff on planning annual arboretum plant sale (usually beginning of June)
- Draft upcoming FY budget and send to Treasurer

#### **April - board meeting month**

- Finalize FY budget with Finance Committee for presentation to board for adoption in May or June
- Review of IPS with Finance Committee
- Begin drafting language and naming rights for annual appeal
- Set date for annual miniature golf tournament at the Putt Hutt
- Check for June grant proposal deadlines (Wyoming Community Foundation)

### **May - likely budget meeting for board**

- Board approval of FY budget
- Launch annual appeal with mailer and social media by end of month
- Register for WyoGives (Wyoming Nonprofit Network)

### **June**

- Continue to work on annual appeal and actively seek naming rights donors
- Build WyoGives page
- Continue to plan miniature golf tournament with Membership & Development Committee

### **July**

- WyoGives - promote through social media and e-newsletter and execute
- Continue with annual appeal

### **August - board meeting month**

- Annual miniature golf tournament
- Annual appeal will begin to taper off

### **September**

- Begin talking with annual sponsors about renewing support
- Annual appeal ends
- Work with CBG staff on Dia de los Muertos (help procure supplies through foundation purchasing)
- Some grant proposals have October - December deadlines; check for these, as needed

### **October - board meeting month (Nominating Committee)**

- Dia de los Muertos late October through early November
- Board Nominating Committee appointed; ED organizes and schedules meeting
- Work with CBG staff on Conservatory of Lights (members only preview night, help procure needed supplies)

### **November**

- Prepare and launch End-of-Year Appeal (operating budget) with mailer and Giving Tuesday social media campaign
- Look for grants with early January deadlines and begin to check grant reporting deadlines (some are in January)

### **December - board meeting month (new member vote)**

- Continue end-of-year appeal
- Conservatory of Lights
- Board meeting - new member vote (support Nominating Committee and Chair in reaching out to new members)

- Prepare new member orientation (meeting, board member job description, contract, bio)
- Work with outgoing executive committee members, as needed, for transition of officers
- If new Chair and/or treasurer, work with them at banks as signatories