

Association of Employee Benefit Planners of New Orleans
Annual Agenda

The Association's fiscal year is August 1 through July 31. The following agenda and approximate timetable cover the annual cycle of primary events for the Association and Board of Directors.

June 30 Board Meeting

1. Joint meeting of incoming and outgoing board members.
2. Outgoing Treasurer presents current year-to-date financial report.
3. Outgoing Secretary distributes AEBP Duties, Annual Agenda and Bylaws.
4. Outgoing President provides ballots and presides over the election of officers for the new board.
5. Outgoing Treasurer provides forms for transfer of check signing authority.
6. Newly elected President opens the floor for proposed topics to be presented to membership (8-10 topics).
7. Choose 5 possible dates for dinner meetings which the Parliamentarian will confirm with restaurant in time for the next board meeting. Dinner meetings are generally the second or third Monday of October, December, February, April and June after resolving possible conflicts (Saints Monday night football, Jewish and bank holidays, Mardi Gras, NCAA Final Four, Estate Planners Council, ASPA annual meeting, prior restaurant obligations, etc.).
8. Set the membership dues for the coming year (full year, partial year and deadlines).
9. Review dinner guest policy for fee amounts and board member privileges.
10. Renew agreement with Membership Administrator.

July 31 Vice-President

1. Send renewal application and topic questionnaire to membership.

August 31 Board Meeting

1. Review membership topic responses.
2. Select five topics for dinner meeting with proposed speakers.
3. Review confirmed dates for dinner meetings.
4. Review dinner meeting time and format.

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5. Select member(s) to conduct legislative update.
6. Choose mementos for outgoing board members.
7. Treasurer provides prior year's closing financial statements and budgets for coming year.
8. Review Treasurer's bill approval policy.

September 15 President

1. Send out confirmation letters to dinner meeting speakers, summarize the key points for the topic, and itemize continuing education documentation requirements.

October 10 Dinner Meeting

1. Prior year's President announces new board members and officers.
2. New President announces that membership directory will be distributed at December meeting and states dues deadline in order for members to be included.

October 31 Vice-President

1. Initiate preparations for membership directory.

December 10 Dinner Meeting

1. Distribute membership directory.

February 10 Dinner Meeting

April 10 Dinner Meeting

1. Announce (carefully phrased) that nominations for all board member positions should be provided to the board by April 30 board meeting. Service on the board is for one year but limited to three consecutive terms. Replacement of board members will generally be according to the cycle shown below.

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April 30 Board Meeting

1. Review Treasurer's report in order to plan final dinner meeting.
2. Parliamentarian arranges breakfast meeting for joint incoming and outgoing board meeting.
3. Nominate replacements for outgoing board members with disciplines in the following annual cycle:
 - Consultants, Corporate Employer, Investment Advisor;
 - Actuary, Attorney, Life Underwriter;
 - Accountant, Administrator, Trust Officer.
4. Secretary provides the statement of AEBP Duties, Annual Agenda and Bylaws for review. The statement of Duties and Annual Agenda are to be updated for distribution at the first board meeting of the next year. Amendments to the Bylaws, if any, are to be made according to its provisions.
5. Identify prospective issues which could be addressed by the incoming board.

June 10 Dinner Meeting

1. Membership ratifies proposed board for following year.