

TLRC Annual Planning				
Target Date	Task	Who	Notes	
April	Contact Mike Kinane about having some OW logo pens/folder set aside for TLRC events next year.		Contact before End of Year Ordering Close Date  We requested about 350 pens and about 100 folders for this year.	
May-June	Elect Next Year's Committee Chair			
	Begin Planning NFO			See NFO Planning Sheet
	Write TLRC Annual Report for submission to FS EC		Will be shared with FS in fall, so deadline is not firm.  Limit to about 2 single spaced pages.	Last year's annual report
August	Request meeting with Patrick to discuss annual budget.		Email Amanda Gist. Attach proposed budget to be reviewed in advance. Typical budget \$3-4k Meeting likely won't be scheduled until early September	Last year's budget
September	Email Sung Kettler to update website		Email Sung with updated information for <a href="https://www.oldwestbury.edu/faculty-governance/tlrc">https://www.oldwestbury.edu/faculty-governance/tlrc</a>	

#### TLRC Annual Planning Calendar

Select possible dates for fall events and reserve Red Room as early as possible. We typically schedule events in Weeks 5, 8, and 11. In the fall we sometimes schedule a "New & Newish Faculty Check-In and Grading Party" during Week 16 (finals week). We typically reserve two dates for each event – a Tuesday/Thursday and a Monday/Wednesday (although typically not Mondays). Once the committee meets in September to set the schedule and speakers are lined up, we cancel the backup dates by emailing Nick. (This is important: if you don't cancel, no one else can use those dates.)