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| **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  <https://www.oldwestbury.edu/faculty-governance/tlrc> |  |
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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.)