

## THE ESTUARY BOARD OF DIRECTORS POLICY ON COMMITTEE, GROUP AND INDIVIDUAL REPORTS

The Estuary Board of Directors(BOD) usually meet every quarter. It is the responsibility of the BOD “to administration of the Association.” In order to accomplish this main task, the BOD needs complete and accurate information on those committees, groups, or individuals presenting business items to that body.

Reports are generally only presented at regularly scheduled quarterly meetings. There may be exceptions for special actions needing approval. Dates of meetings are usually announce at the prior years Annual Membership Meeting and updated on the web site and announced.

Reports or actions to be considered must be submitted to the management company and received one week prior to the meeting.

The following is the format, when appropriate, for the submission of those report.

### NAME OF COMMITTEE/GROUP/INDIVIDUAL REPORT

- A. Completed action since the last BOD Meeting/report
- B. Pending and current actions planned with projected completion dates for the:
  - 1. Next Six Months
  - 2. Long Range Plan
- C. Issues the BOD may need to address to facilitate projects
- D. Budget Summary including:
  - 1. Expenditures on previous projects
  - 2. Anticipated funding for upcoming projects
  - 3. Estimated funds spent and remaining for the fiscal year

**APPROVED BY THE BOARD OF DIRECTORS ON 10/20/2022**