PrairieCat Administrative Council
Annual Workplan

July	Welcome new members Review Orientation Manual Designate OMA and FOIA officers/Training Certifications Review committee assignments Review annual work plan Delegates Assembly agenda
August	Review compliance issues Send Administrative Assistant OMA Certifications Finalize committee assignments Review RAILS grant for funding
September	Review Delegates Assembly attendance Review staffing and RAILS services
October	Approve draft membership fees and capital reserve contribution for next fiscal year Approve first draft budget for next fiscal year Approve audit Delegates Assembly agenda
November	Review governance documents
December	
January	Review progress on annual work plan Delegates Assembly agenda
February	Review compliance issues
March	Appoint nominating committee Approve Public Library representation for next fiscal year Review staffing and RAILS services
April	Approve final budget Delegates Assembly agenda Representatives file SEI forms by May 1
May	Finalize election slate
June	Elect officers for next fiscal year Approve check signers for next fiscal year Review ILL Barcode policy Recognize departing Council members Give Administrative Assistant SEI Receipts