

# MCTC Organizational Calendar

|                                                                                                                                                                                                                                                                                                                                                                                                                                                            | JULY | AUG | SEPT | OCT | NOV  | DEC  | JAN   | FEB   | MAR   | APR  | MAY | JUNE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----|------|-----|------|------|-------|-------|-------|------|-----|------|
| <b>BID Advisory Report &amp; Budget/Annual Plan:</b> Annual Plan - summary document of current year's activities. Must be submitted to County in order for Advisory Board to start working on Annual Report for following fiscal year. <u>Annual Report &amp; Budget</u> - document required by County to approve BID for another year. Document to outline boundaries, assessment %, required matching funds & activities based on anticipated BID funds. |      |     |      |     |      |      |       |       |       |      |     |      |
| Schedule County BOS Presentations for the year                                                                                                                                                                                                                                                                                                                                                                                                             | MCTC |     |      |     |      |      |       |       |       |      |     |      |
| Schedule City Council Meeting Presentations for the year                                                                                                                                                                                                                                                                                                                                                                                                   | MCTC |     |      |     |      |      |       |       |       |      |     |      |
| MCTC Board Recruitment                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |     |      |     | MCTC | MCTC |       |       |       |      |     |      |
| New MCTC Board Appointments                                                                                                                                                                                                                                                                                                                                                                                                                                |      |     |      |     |      |      | BOS   |       |       |      |     |      |
| Employee Handbook Review                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |     |      |     |      |      | PRSNL | BOARD |       |      |     |      |
| MCTC Board Officer Elections                                                                                                                                                                                                                                                                                                                                                                                                                               |      |     |      |     |      |      |       | BOARD |       |      |     |      |
| MCTC Board Retreat & Training                                                                                                                                                                                                                                                                                                                                                                                                                              |      |     |      |     |      |      |       | BOARD |       |      |     |      |
| Bank Account Audit                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |     |      |     |      |      |       | FIN   | BOARD |      |     |      |
| Annual Plan Presented to BID Advisory Board                                                                                                                                                                                                                                                                                                                                                                                                                |      |     |      |     |      |      |       | MCTC  |       |      |     |      |
| Annual Report Discussed & Draft Creation                                                                                                                                                                                                                                                                                                                                                                                                                   |      |     |      |     | BID  | BID  | BID   | BID   |       |      |     |      |
| Annual Report Draft Due                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |     |      |     |      |      |       |       | BID   |      |     |      |
| Annual Report presented and accepted by County BOS                                                                                                                                                                                                                                                                                                                                                                                                         |      |     |      |     |      |      |       |       | BID   |      |     |      |
| BID Public Hearing for Renewal                                                                                                                                                                                                                                                                                                                                                                                                                             |      |     |      |     |      |      |       |       |       | MCTC |     |      |
| BID Approved by County                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |     |      |     |      |      |       |       |       | MCTC |     |      |
| County Contract Approved by County                                                                                                                                                                                                                                                                                                                                                                                                                         |      |     |      |     |      |      |       |       |       |      |     | MCTC |

|                                                                                                                                    | JULY | AUG | SEPT | OCT | NOV | DEC | JAN   | FEB | MAR | APR | MAY | JUNE |
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| <b>VMC Quarterly Report - quarterly summary of activities as outlined in annual marketing plan. Document is required by County</b> |      |     |      |     |     |     |       |     |     |     |     |      |
| July - September Draft                                                                                                             |      |     |      |     |     |     |       |     |     |     |     |      |
| July - September Approval                                                                                                          |      |     |      |     |     |     | BOARD |     |     |     |     |      |
| October - December Draft                                                                                                           |      |     |      |     |     |     |       |     |     |     |     |      |
| October - December Approval                                                                                                        |      |     |      |     |     |     |       |     |     |     |     |      |
| January - March Draft                                                                                                              |      |     |      |     |     |     | BOARD |     |     |     |     |      |
| January - March Approval                                                                                                           |      |     |      |     |     |     |       |     |     |     |     |      |
| April - June Draft                                                                                                                 |      |     |      |     |     |     |       |     |     |     |     |      |
| April - June Approval                                                                                                              |      |     |      |     |     |     |       |     |     |     |     |      |
| BOARD                                                                                                                              |      |     |      |     |     |     |       |     |     |     |     | MCTC |

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| <b>VMC Marketing &amp; PR Plan &amp; Budget - annual working document on all activities and expenditures</b> |      |     |      |     |     |     |      |       |      |     |     |      |
| Working Draft of Budget                                                                                      |      |     |      |     |     |     | FIN  | BOARD |      |     |     |      |
| VMC Staff Planning Session                                                                                   |      |     |      |     |     |     | MCTC |       |      |     |     |      |
| Marketing Committee Planning Session with Marketing Agency                                                   |      |     |      |     |     |     |      |       |      |     |     |      |
| Draft Plan Review of Board, Cities & Stakeholders                                                            |      |     |      |     |     |     |      | MKTG  | MCTC |     |     |      |

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|-----------------------------------------------------|--|--|--|--|--|--|--|--|--|------|--|--|------|--|
| VMC Staff & Marketing Agency Revises Plan           |  |  |  |  |  |  |  |  |  | MCTC |  |  |      |  |
| VMC Presents Final Draft Plan to Board for Approval |  |  |  |  |  |  |  |  |  | MCTC |  |  |      |  |
| VMC Distributes Final Plan                          |  |  |  |  |  |  |  |  |  |      |  |  | MCTC |  |

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| <u>VMC Annual Report - correspondence from VMC to travel industry business community regarding annual achievements, budget and goals for following year</u> |  |  |  |  |  |  |  |  |  |       |  |  |  |  |
| VMC Staff Creates Report                                                                                                                                    |  |  |  |  |  |  |  |  |  | MCTC  |  |  |  |  |
| VMC Annual Report DRAFT                                                                                                                                     |  |  |  |  |  |  |  |  |  | BOARD |  |  |  |  |
| VMC Annual Publishes Report & Distributes                                                                                                                   |  |  |  |  |  |  |  |  |  | MCTC  |  |  |  |  |