

Critical Path for Development and Approval of 2021 CAFII Operating Budget

Task	Responsible	Timing/Deadline
Reach out to CAFII Committee Chairs and Vice-Chairs, on behalf of Co-Executive Directors, with request for input submissions on individual portfolio 2022 Operating Budget spending requests, along with related rationale, by October 8/21	T. Moran (CAFII Controller)	September 24/21
Provide input submissions on individual portfolio 2022 Operating Budget spending requests, along with related rationale, to Controller T. Moran (with c.c. to T. Pergola, B. Wycks, and K. Martin)	Committee Chairs and Vice-Chairs	October 8/21
Prepare Draft 1 of 2022 Operating Budget, in consultation with B. Wycks and K. Martin	T. Moran	October 12/21
Meet virtually to review and amend, as necessary, Draft 1 of 2022 Operating Budget	T. Pergola, B. Wycks, K. Martin, T. Moran	October 13 or 14/21
Produce Draft 2 of 2022 Operating Budget based on October 13 or 14/21 review meeting.	T. Moran	October 15/21
Review and refine Draft 2 of 2022 Operating Budget, to ready it for posting for October 26/21 EOC Meeting.	T. Pergola, B. Wycks, K. Martin	October 19/21
Post Draft 2 of 2022 Operating Budget for October 26/21 EOC Meeting and incorporate it into consolidated package of meeting materials.	J. Becker, B. Wycks, K. Martin	October 22/21
Provide feedback on Draft 2 of 2022 Operating Budget in EOC meeting.	EOC Members	October 26/21
Communicate EOC budget feedback input to T. Moran, coming out of October 26/21 EOC meeting.	B. Wycks, K. Martin	October 27/21
Prepare Draft 3 of 2022 Operating Budget, based on EOC input, with oversight from B. Wycks and K. Martin	T. Moran	October 28/21
Meet virtually to review and amend, as necessary, Draft 3 of 2022 Operating Budget	T. Pergola, B. Wycks, K. Martin, T. Moran	November 1/21
Prepare Draft 4 of 2022 Operating Budget, with oversight from B. Wycks and K. Martin	T. Moran	November 3/21
Send Draft 4 of 2022 Operating Budget to Committee Chairs and Vice-Chairs, on behalf of B. Wycks and K. Martin, with request for review and feedback by November 12/21	T. Moran	November 3/21
Provide feedback on Draft 4 of 2022 Operating Budget to Controller T. Moran (with c.c. to T. Pergola, B. Wycks, and K. Martin)	Committee Chairs and Vice-Chairs	November 15/21
Prepare Draft 5 of 2022 Operating Budget, if necessary, for posting for November 23/21 EOC Meeting.	T. Moran	November 18/21
Post Draft 5 of 2022 Operating Budget for November 23/21 EOC Meeting and incorporate it into consolidated package of meeting materials.	J. Becker, B. Wycks, K. Martin	November 19/21
Review and endorse Draft 5 of 2022 Operating Budget, in November 23/21 EOC meeting, for presentation to the Board for approval at its December 7/21 meeting.	EOC Members	November 23/21
Post Draft 5 of 2022 Operating Budget for December 7/21 Board of Directors Meeting and incorporate it into consolidated package of meeting materials.	J. Becker, B. Wycks, K. Martin	November 29/21
Present Draft 5 of 2022 Operating Budget to Board of Directors with rationale/case for approval.	T. Pergola	December 7/21
Review, discuss, and approve Draft 5 of 2022 Operating Budget (must be in open Board meeting so the approval decision can be minuted.)	Board of Directors	December 7/21