

Agenda Item 3d**November 14/23 EOC Meeting****Critical Path for Development and Approval of 2024 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 2024 Operating Budget spending requests, along with related rationale, by October 4/22	Ricky Nason (new CAFII Controller)	October 6/23
Provide input submissions on individual portfolio 2024 Operating Budget spending requests, along with related rationale, to Controller R. Nason (with c.c. to D. Hinnecke, B. Wycks, and K. Martin)	Committee Chairs and Vice-Chairs	October 17/23
Prepare Draft 1 of 2023 Operating Budget, in consultation with K. Martin, S. Smith, R. Jennings, and B. Wycks	R. Nason	October 27/23
Meet virtually to review and amend, as necessary, Draft 1 of 2024 Operating Budget	D. Hinnecke, R. Dobbins, K. Kasperski, B. Wycks, K. Martin, R. Nason, S. Smith, R. Jennings	November 9-10/23
Prepare Draft 2 of 2024 Operating Budget, with oversight from K. Martin, S. Smith, R. Jennings, and B. Wycks	R. Nason	November 10-13/23
Post Draft 2 of 2023 Operating Budget for November 14/23 EOC Meeting and incorporate it into consolidated package of meeting materials	T. Woodland, B. Wycks, S. Smith	November 10-13/23
Review and provide feedback on Draft 2 of 2023 Operating Budget, in November 14/23 EOC meeting and thereafter by November 21/23	EOC Members	November 14-21/23
Prepare and send Draft 3 of 2024 Operating Budget, which includes EOC feedback, to Committee Chairs, Vice-Chairs and EOC members, with request for review and final feedback by November 23/23	R. Nason	November 22/23
Provide feedback on Draft 3 of 2023 Operating Budget to Controller R. Nason (with c.c. to D. Hinnecke, B. Wycks, and K. Martin)	Committee Chairs, Vice-Chairs, and EOC Members	November 24/23
If necessary, prepare Draft 4 of 2024 Operating Budget for inclusion in December 5/23 Board Meeting Consolidated Meeting Materials Package	R. Nason	November 27/23
If necessary, meet virtually to review and finalize Draft 4 of 2024 Operating Budget for inclusion in December 5/23 Board Meeting Materials Package	D. Hinnecke, B. Wycks, K. Martin, R. Nason, S. Smith, R. Jennings	November 27/23
Include and Disseminate Draft 4 of 2024 Operating Budget in December 5/23 Board of Directors meeting materials package	T. Woodland, B. Wycks, S. Smith	November 28/23
Present Draft 4 of 2023 Operating Budget to Board of Directors with rationale/case for approval	D. Hinnecke	December 5/23
Review, discuss, and approve Draft 4 of 2024 Operating Budget (must be in open Board meeting so the approval decision can be minuted)	Board of Directors	December 5/23