

**Critical Path for Development and Approval of 2025 CAFII Operating Budget**

Task	Responsible	Timing/Deadline
Meet with EOC Leadership (Karyn Kasperski, John Burns, Donald Hinnecke) to discuss overall philosophical approach to operating budget.	Keith Martin	August 19, 2024 (done)
Reach out to CAFII Committee Chairs and Vice-Chairs, on behalf of Executive Director, with request for input submissions on individual portfolio 2025 Operating Budget spending requests, along with related rationale, by September 19, 2024	Ricky Nason	September 13, 2024
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, K. Martin, R. Jennings)	Committee Chairs and Vice-Chairs	September 20, 2024
Prepare Draft 1 of 2023 Operating Budget, in consultation with K. Martin, R. Jennings	R. Nason	September 27, 2024
Meet virtually to review and amend, as necessary, Draft 1 of 2024 Operating Budget	D. Hinnecke, K. Kasperski, J. Burns, K. Martin, R. Nason, R. Jennings	October 3, 2024
Prepare Draft 2 of 2024 Operating Budget, with oversight from K. Martin	R. Nason	October 9, 2024
Post Draft 2 of 2023 Operating Budget for October 29/24 EOC Meeting and incorporate it into consolidated package of meeting materials	T. Woodland, K. Martin, R. Jennings, R. Nason	October 22, 2024
Review and provide feedback on Draft 2 of 2023 Operating Budget, in October 29/24 EOC meeting	EOC Members	October 29, 2024
EOC volunteer leaders and CAFII team to agree on changes to Operating Budget based on feedback received from the EOC	D. Hinnecke, K. Kasperski, K. Martin, R. Nason, R. Jennings	November 5, 2024
Request EOC endorsement of Operating Budget at November EOC meeting	K. Martin	November 19, 2024
Review, discuss, and approve Draft 3 of 2024 Operating Budget (must be in open Board meeting so the approval decision can be minuted)	Board of Directors	December 3/24