

Critical Path for Development and Approval of 2021 CAFII Operating Budget

Task	Responsible	Timing/Deadline
Reach out to CAFII Committee Chairs, on behalf of Co-Executive Directors, with request for input submissions on individual portfolio 2021 Operating Budget spending requests, along with related rationale, by October 5/20	T. Moran (CAFII Controller)	September 25/20
Provide input submissions on individual portfolio 2021 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	October 5/20
Prepare Draft 1 of 2021 Operating Budget, in consultation with B. Wycks and K. Martin	T. Moran	October 7/20
Meet virtually to review and amend, as necessary, Draft 1 of 2021 Operating Budget	T. Pergola, B. Wycks, K. Martin, T. Moran	October 8 or 9/20
Produce Draft 2 of 2021 Operating Budget based on October 8 or 8/20 review meeting.	T. Moran	October 13/20
Review and refine Draft 2 of 2021 Operating Budget, to ready it for posting for October 20/20 EOC Meeting.	T. Pergola, B. Wycks, K. Martin	October 14/20
Post Draft 2 of 2021 Operating Budget for October 20/20 EOC Meeting and incorporate it into consolidated package of meeting materials.	Albert Lin, B. Wycks, K. Martin	October 14/20
Provide feedback on Draft 2 of 2021 Operating Budget in EOC meeting.	EOC Members	October 20/20
Communicate EOC budget feedback input to T. Moran, coming out of October 20/20 EOC meeting.	B. Wycks, K. Martin	October 21/20
Prepare Draft 3 of 2021 Operating Budget, based on EOC input, with oversight from B. Wycks and K. Martin	T. Moran	October 28/20
Meet virtually to review and amend, as necessary, Draft 3 of 2021 Operating Budget	T. Pergola, B. Wycks, K. Martin, T. Moran	October 30/20
Prepare Draft 4 of 2021 Operating Budget, with oversight from B. Wycks and K. Martin	T. Moran	November 4/20
Send Draft 4 of 2021 Operating Budget to Committee Chairs, on behalf of B. Wycks and K. Martin, with request for review and feedback by November 9/20	T. Moran	November 4/20
Provide feedback on Draft 4 of 2021 Operating Budget to Controller T. Moran (with c.c. to T. Pergola, B. Wycks, and K. Martin)	Committee Chairs	November 9/20
Prepare Draft 5 of 2021 Operating Budget, if necessary, for posting for November 17/20 EOC Meeting.	T. Moran	November 9/20
Post Draft 5 of 2021 Operating Budget for November 17/20 EOC Meeting and incorporate it into consolidated package of meeting materials.	Albert Lin, B. Wycks, K. Martin	November 10/20
Review and endorse Draft 5 of 2021 Operating Budget, in November 17/20 EOC meeting, for presentation to the Board for approval at its December 1/20 meeting.	EOC Members	November 17/20
Post Draft 5 of 2021 Operating Budget for December 1/20 Board of Directors Meeting and incorporate it into consolidated package of meeting materials.	Albert Lin, B. Wycks, K. Martin	November 24/20
Present Draft 5 of 2021 Operating Budget to Board of Directors with rationale/case for approval.	T. Pergola	December 1/20
Review, discuss, and approve Draft 5 of 2021 Operating Budget (must be in open Board meeting so the approval decision can be minuted.)	Board of Directors	December 1/20