

## 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       |