2024 DRC Calendar -- Important dates, events, and major milestones

Q1: Intentions in the new year

	Weekly	Monthly	Quarterly

JANUARY

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Weekly:
- Holiday; Timesheets due
- Staff meeting ; Data/reporting; Training (40-hour)
- Holiday; Board meeting (in-person w/Mediation team); Training (40-hour)
- Inservice; Staff meeting
- Jedai meeting

Monthly:
- <u>Staff meeting</u>: The new year (intentions and calendar)
- <u>Reporting</u>: Finalize 2023 Q4 stats for annual reporting
- <u>Training</u>: 40-hour (online)
- <u>Board meeting</u>: Mediation team

Goals:
- Volunteer survey (annual)
- Finish the Strategic Plan (from Fall retreat feedback) for February SP meeting
- Finalize Equity Matrix into a priority/plan of action

Quarterly:
- Review quarterly ops stats and budget at our Program Team meeting the month after the end of the quarter (April, July, October)

FEBRUARY

Mo	Tu	We	Th	Fr	Sa	Su
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3

Weekly:
- Timesheets due
- Board SP meeting; Data/reporting
- Staff meeting
- Holiday; Board meeting
- Jedai meeting; Staff meeting

Monthly:
- <u>Staff meeting</u>: Review policies

MARCH

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Weekly:
- Timesheets due
- Data/reporting; Staff meeting; Training (CC)
- Board meeting (in-person w/Volunteer Dept)
- Staff meeting

Monthly:
- <u>Staff meeting</u>: Accident prevention and emergency policies (bi-annual update in Mar/Sept each year)
- <u>Board meeting</u>: Volunteer Department

Q2: Observations and program monitoring

	Weekly	Monthly	Quarterly

APRIL

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

Weekly:
- Timesheets due. No joke!
- Staff meeting; Data/reporting
- Program and Ops Team meetings; Board meeting; Jedai meeting

Monthly:
- <u>Staff meeting</u>: Q1 program update from Depts
- <u>Reporting</u>: Finalize Q1 stats

Quarterly:
- Review quarterly ops stats and budget at our Program Team meeting the month after the end of the quarter (April, July, October)

Mo	Tu	We	Th	Fr	Sa	Su	Weekly	Monthly
22	23	24	25	26	27	28	Staff meeting	
29	30	1	2	3	4	5		

MAY

Mo	Tu	We	Th	Fr	Sa	Su	Weekly	Monthly
29	30	1	2	3	4	5	Timesheets; Board SP meeting; Inservice; Peacemaker event 5/5 from 1 - 3pm	Staff meeting:
6	7	8	9	10	11	12	Data/reporting	Board meeting: Training Department
13	14	15	16	17	18	19	Staff meeting; Board meeting (in-person w/Training Team); Training (CC at ASSHO)	Events: Peacemaker award
20	21	22	23	24	25	26	Program and Ops Team meetings; Inservice; Jedai meeting	
27	28	29	30	31	1	2	Holiday; Staff meeting; Training (MP)	

JUNE

Mo	Tu	We	Th	Fr	Sa	Su	Weekly	Monthly
27	28	29	30	31	1	2		Staff meeting: A Learning
3	4	5	6	7	8	9	Timesheets due	
10	11	12	13	14	15	16	Data/reporting; Staff meeting; Inservice	
17	18	19	20	21	22	23	Board meeting; Holiday; Jedai meeting	
24	25	26	27	28	29	30	Jedai meeting; Staff meeting	

Q3: Reflections and strategic review

	Weekly	Monthly	Quarterly

JULY

Mo	Tu	We	Th	Fr	Sa	Su	Weekly	Monthly	Quarterly
1	2	3	4	5	6	7	Timesheets; Holiday	- Staff meeting: Q2 Department updates	- Review quarterly ops stats and budget at our Program Team meeting the month after the end of the quarter (April, July, October)
8	9	10	11	12	13	14	Staff meeting ; Data/reporting	- Reporting: Finalize Q2 stats	- Community impact report
15	16	17	18	19	20	21	Program and Ops Team meetings; Jedai meeting	- Events: Volunteer picnic (no board meeting)	
22	23	24	25	26	27	28	Training/40-hour (in-person); Volunteer picnic; Staff meeting		
29	30	31	1	2	3	4			

AUGUST

Mo	Tu	We	Th	Fr	Sa	Su	Weekly	Monthly
29	30	31	1	2	3	4	Timesheets	- Staff meeting: Reporting => Semi-annual data and budget check-in
5	6	7	8	9	10	11	Board SP meeting; Data/reporting	Board meeting: Multilingual and multicultural update by Yul
12	13	14	15	16	17	18	Staff meeting; Practicum connection event	
19	20	21	22	23	24	25	Program and Ops Team meetings; Board meeting; Jedai meeting	
26	27	28	29	30	31	1		

SEPTEMBER

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

September — Weekly / Monthly:

Weekly	Monthly
	- Staff meeting: Staff retreat?? and Safety update (bi-annual check-in)
Holiday; Timesheets	
Data/reporting; Staff meeting	
Program and Ops Team meetings; Board meeting; Jedai meeting; Training (CC)	
Staff meeting	

Q4: Planning (budget and strategic)

Weekly	Monthly	Quarterly

OCTOBER

Mo	Tu	We	Th	Fr	Sa	Su
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Weekly	Monthly	Quarterly
Timesheets; Training (40-hour)	- Staff meeting: Strategic planning + Program report-out	'- Review quarterly ops stats and budget at our Program Team meeting the month after the end of the quarter (April, July, October)
Staff meeting; Training (40-hour); Data/reporting	- Reporting: Finalize Q3 stats	- Program staff work with ED/AD to build the budget for the new year
Program and Ops Team meetings; Board meeting; Jedai meeting	- Events: RRR (date?)	
RRR?		

NOVEMBER

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Weekly	Monthly
Training: Conciliators; Staff: Finish monthly ops reporting	- Staff meeting: [Board retreat in lieu of?]
Holiday; Training (family); Staff meeting; Board Retreat (staff)	- Board meeting: ED/AD finalize proposed 2025 budget
Data/reporting; Staff meeting; Inservice; Training (CC)	
Program and Ops Team meetings; Board meeting; Jedai meeting	
Staff meeting; Holidays	

DECEMBER

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Weekly	Monthly
	- Staff meeting: Holiday event and reflection in lieu of staff meeting
Timesheets	- Performance reviews (individual reviews in 2024)
Data/reporting; Staff meeting (Holiday event)	- Board meeting: Adopt a budget
Program and Ops Team meetings; Board: Adopt 2025 budget; Jedai meeting	
Holidays	
Holiday	