



**DOWNTOWN  
LONG BEACH  
ALLIANCE**

## **Org. Calendar - Fiscal Year 2024-2025**

October 1 (Tuesday): Begin FY2024-25

October 3: Annual Board Meeting – elect Chair Elect, EC members, officers of the Board.  
Complete bank card documents; Approve Governance

October/November: Approved DTLB Alliance Budget presented to City Council

November: Finance Committee meets

December: Audit Committee meets

December: Date TBD; Board Meeting/Executive Committee – Approve Audit + Form 990

December 6: DTLB Alliance Holiday Mixer

December: Governance begin discussing changes to Bylaws + Election Procedures

January 22: Governance-discuss changes to Bylaws + Election procedures, discuss election outreach

January 23: Finance Committee meets

February 6: EC meeting – review and recommend any changes to Bylaws + Election Procedures to Board, review and recommend PBID/DPBIA assessment adjustments to Board, if any.

February 19: Board Meeting – Approve any amendments to Bylaws and/or EP, Approve PBID/DPBIA adjustments, if any.

February 26: Governance Committee begins outreach to all sitting Board members to gauge interest in returning for 2025-26; Review Board candidate applications submitted to date (if any)

March 1: Announce Board Elections with electronic postcard/email

March 6: EC meeting – review PBID/DPBIA adjustments

March 26: Governance Committee – continue to review candidate submissions to date, reach out to all sitting Board members to gauge interest in returning.

April 3: EC meeting – midyear evaluation of Strategic Plan and CEO

April 16: Board Meeting- approve any further Bylaw and/or Election Procedure Changes as recommended by the Governance or EC. Deadline for the year to amend Election Procedures

May 1: Deadline to submit interest in Board seats (announcement)

May TBD: Governance Committee – Interview candidates, compose slate, identify appointments/advisors

May 22: Finance committee midyear review of financials.

June: Staff and committee chairs begin Programming Committees members outreach to gauge interest in returning.

June 5: EC approve or make recommendations to slate for Board approval, midyear financial review is presented, review draft budget

June 18: Board meeting – approve slate

June 19: Slates voting period opens (announcement) after Board approval



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July 1-15: Recruit Programming Committee Chairs, subject to slate results

July 3: EC – present draft FY25-26 budget

July 20: Slate vote deadline (announcement)

July 23: Governance Committee meeting – tally votes, approve Programming Committee chairs for FY25-26

July 24: Finance Committee reviews draft budget

August: Recruit Governance, Finance and Audit Committee members

August: Compensation Committee presents Annual CEO Evaluation

August 7: EC meeting – Final review of draft FY25-26 budget, approve Governance Committee recommendations for Programming Committee Chairs, Annual evaluation of CEO

August 20: Board meeting – Approve final budget, announce new Board, recognize outgoing Board

August 21: Announce EC election process and solicit candidates (directly after Board meeting)

August 27: Governance Committee – Approve Programming Committee members, recommend Finance Committee and Governance Committee FY25-26

September TBD: Committee and Board Orientation

September 4: EC meeting

October 1 (Wednesday): Begin FY2025-26