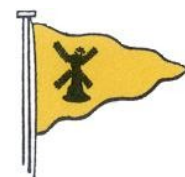


YVSC ADMINISTRATION CALENDAR



This calendar is based on key events and newsletters. This can form a baseline for a future Committee discussion to see if any changes are needed. The address labels used for circulation are provided by the Treasurer from the Club's database.

DATE	DOCUMENT	PREPARED BY	CIRCULATED BY
JANUARY 1st	NEWSLETTER - containing: General information. Commodore's signal. Membership renewal forms. Sailing & social programme.	Commodore Secretary Editor Treasurer	Editor
	NSBA REPORT	Commodore Editor YVSC Representatives	
FEBRUARY	NEWSLETTER - containing: Commodore's signal. General information. Social & fitting out supper details, menus & booking forms.	Commodore Secretary Editor Social Secretary Treasurer	Editor
	SOCIAL EVENT	Commodore Social Secretary	
MARCH	FITTING OUT SUPPER	Commodore Social Secretary	
	MEAG & GREEN BOOKS To be available or posted by Treasurer.	Treasurer	
JUNE	NEWSLETTER - containing: Commodore's signal. General information. Sailing Secretary's notes.	Commodore Secretary Editor Sailing Secretary	Editor
JULY	SUMMER PARTY	Commodore Social Secretary	
	CLIPPESBY TROPHY	Commodore Sailing Secretary	
AUGUST	NEWSLETTER - containing: Cruise reports. Social news.	Sailing Secretary Secretary	Editor
	End of financial year 31 August.	Treasurer	
SEPTEMBER	NEWSLETTER - containing: Cruise reports. Commodore's signal.	Commodore Secretary Sailing Secretary	Editor
	Reminder re date of AGM Hauling out Supper menu & booking form.	Commodore Social Secretary Treasurer	
OCTOBER	AGM CALLING NOTICE Nomination forms, agenda and minutes.	Secretary	Secretary
	HAULING OUT SUPPER	Commodore Social Secretary	
NOVEMBER	AGM Papers required by constitution to go our at least 4 weeks prior to meeting. (Rule 6)	Commodore Secretary	Secretary

