

Mary Bridge Brigade Timeline – 2016

Dates and locations subject to change. Check your email and Bulletin for updates.

APRIL 2016

All Members - Make reservations for Annual Meeting/Luncheon, Thursday, May 12, 2016.

Mary Bridge Brigade Audit of FY 2014 Financial Records will begin after April 15. Our auditors will choose three guilds to interview. All Guild Treasurers should be prepared to come for an interview, if chosen.

25 All Members - Council Meeting (Mary Bridge Brigade Meeting Rooms 1, 2 & 3)

30 Guild Treasurers – Dues and updated/corrected *Directory & Membership Information Form* (guild roster), including new guild officers, due to the Mary Bridge Brigade Office.

MAY 2016

12 Mary Bridge Brigade Annual Meeting/Luncheon
(Tacoma Country & Golf Club, Lakewood)

JUNE 2016 - No Meetings

All Members – Macy's Shop for a Cause passes will be available to sell as a Brigade-wide fundraiser. Your guild will get credit!

JULY 2016

25 All Members - Council Meeting (Mary Bridge Brigade Meeting Rooms 1, 2 & 3)

AUGUST 2016

22 All Members - Council Meeting (Mary Bridge Brigade Meeting Rooms 1, 2 & 3)

31 Guild President's & Treasurers - Annual Guild Workshop (Jackson Hall Auditorium)

SEPTEMBER 2016

26 All Members - Council Meeting (Mary Bridge Brigade Meeting Rooms 1, 2 & 3)

OCTOBER 2016

19-31 Project Volunteers - Holiday Wreath Project (Mary Bridge Brigade Meeting Rooms 1, 2 & 3)

24 All Members - Council Meeting: *Jean Cunningham WIC Shower* (Jackson Hall Auditorium)

NOVEMBER 2016

1-23 Project Volunteers - Holiday Wreath Project (Mary Bridge Brigade Meeting Rooms 1, 2 & 3)

29-30 All Members - Festival of Trees

DECEMBER 2016

1-4 All Members - Festival of Trees

5 All Members - Council Meeting: *Happy Holidays* (Jackson Hall Auditorium)

**If you have any questions, contact the Mary Bridge Brigade Office, 253-403-1427.
For more information visit our website, www.marybridgebrigade.org**

Mary Bridge Brigade Timeline – 2017

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JANUARY 2017

- All Members begin making nominations for 2017 Lifetime Achievement Award
- 23 All Members - Council Meeting (Jackson Hall Auditorium)
- 30 Guilds – List of all planned guild events for January through December 2017 due to the Mary Bridge Brigade Office. Specific dates are not necessary; however, the type of event and approximate month in which they may occur is needed. This list helps us to provide adequate insurance coverage for all Guild events.
- 30 Guild Treasurers – *Guild Summary of Cash Receipts and Disbursements* & copy of 2016 year-end bank statement due to the Mary Bridge Brigade Office.

FEBRUARY 2017

- Mary Bridge Brigade Office will send *Annual Guild Credit Report* to Guild Treasurers for completion.
- All Members begin sending names of nominees for Board of Trustees positions to Board Development Committee Chair via Mary Bridge Brigade Office. A slate of nominees will be presented to the Board of Trustees at the March 20, 2017 Board Meeting.
- 27 All Members - Council Meeting: *Show Your Love for Mary Bridge* (Jackson Hall Auditorium)

MARCH 2017

- Mary Bridge Brigade Office will send *Directory & Membership Information Form* (Guild roster) to Guild Treasurers for completion.
- 10 Guild Treasurers - *Annual Guild Credit Report*, which includes volunteer hours and in-kind donations, due to the Mary Bridge Brigade Office for inclusion in the Mary Bridge Brigade Annual Report.
- 27 All Members - Council Meeting (Jackson Hall Auditorium)
 - Guilds will vote for the 2017 Lifetime Achievement Award Winner.

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