

**Jubilee Association Board and Foundation Board Timeline of Key Meetings FY19
As of January 8, 2019**

	Target Date(s)	Activity	Responsibility
October	October 15–Nov 2	Executive Search- draft and finalize position profile & search plan	Raffa, Search Committee
	Mon., Oct. 15, 5:30 to 9:00 p.m.	Executive Committee Meeting and Association Board Meeting at Jubilee Office	Board & Tim
	Tues., Oct. 16, 5:00 p.m.	Farewell Committee Meeting at Jubilee Office	Rolando Santiago
	Wed., Oct. 17, 9:30 a.m. to 3:00 p.m.	Jubilee Employee Recognition Event at the Lutheran Church of St. Andrew- Karrie to provide search update	Tim and Karrie
	Mon., Oct. 22, 7:00 p.m.	Executive Search- Raffa interview with Association & Foundation Boards at Jubilee Office and Conference Call	Raffa, Both Boards
	Tues., Oct. 23, 3:30 p.m.	Executive Search- Raff interview with Jubilee Directors at Jubilee Office	Raffa, Directors
	Mon., Oct. 29, 7:00 p.m.	Executive Search- Raffa interview with Association & Foundation Boards at Jubilee Office and Conference Call	Raffa, Both Boards
November	November	Executive Search- Launch Search; Design Process Meeting TBD	Raffa, Search Committee
	Tues., Nov. 13, 5:30 to 9:00 p.m.	Foundation Board Executive Committee Meeting and Foundation Board Meeting at Jubilee Office	Tim, Rolando, Board
	November 7	2019 Gala Committee Kickoff Meeting	Melissa, Rolando
	Wed., Nov. 14, 5:30 to 7:30 p.m.	Reception with Ike Leggett at Jubilee Office	Rolando Santiago
	Mon., Nov. 19, 6:30 to 8:30 p.m.	Association Board Committee Meetings: QA and Governance at Jubilee Office	Tim, Charles, Earl
December	Tues., Dec. 4, 6:00 to 8:00 p.m.	Hanukkah Party in Jubilee 2 nd Floor Conference Room	Rolando, Margie, Niaya
	Wed., Dec. 5, 7:00 to 8:30 p.m.	2019 Gala Committee Meeting	Rolando
	Fri., Dec. 7, 7:00 to 9:00 p.m.	Town of Kensington-Jubilee Open House in Jubilee 1 st Floor Conference Room	Rolando, Niaya
	Mon., Dec. 10, 5:30 to 9:00 p.m.	Finance Committee Meeting and Full Board Meeting, with Kickoff of Strategic Planning Process, at Jubilee Office	Tim, Karrie, Geoff
	Fri., Dec. 14, 6:00 to 9:00 p.m.	Client Christmas Party at St. Catherine Laboure Catholic Church in Wheaton, MD	Rolando, Niaya
January	January ?	Strategic Plan- Raffa provides info to MHS on family surveys, surveys to leadership and other stakeholders (Board?)	MHS, Tim
	Wed., Jan. 9, 7:00 to 8:30 p.m.	2019 Gala Committee Meeting	Melissa, Rolando
	Mon., Jan. 14, 5:30 to 9:00 p.m.	Association Board Committee Meetings: QA and Governance at Jubilee Office	Tim, Charles, Earl
	Tues., Jan. 15, 5:30 to 9:00 p.m.	Foundation Board Finance Committee Meeting (teleconference) and Foundation Board Meeting (Jubilee Office)	Tim, Rolando, Board
	Mon., Jan. 28, 5:30 to 8:00 p.m.	Client Council-Sponsored Retirement Party for Tim Wiens at Jubilee Office	Rolando
	Mon., Jan. 28, 7:00 p.m.	Executive Search Calibration Meeting via Zoom	Raffa, Search Committee
February	Mon., Feb. 4, 6:00 to 9:00 p.m.	Legislative Gathering in Annapolis	Rolando, Tim, Susan, Carol
	Wed., Feb. 6, 7:00 to 8:30 p.m.	2019 Gala Committee Meeting	Melissa, Rolando
	February ?	Executive Search--Conduct Candidate Selection Call	Raffa, Search Committee
	Mon., Feb. 11, 5:30 to 9:00 p.m.	Association Board Executive Committee and Full Board Meeting at Jubilee Office	Tim, Karrie
	Wed., Feb. 20, 7:00 to 8:30 p.m.	2019 Gala Committee Meeting	Melissa, Rolando

	Target Date(s)	Activity	Responsibility
	Thurs., Feb. 28-Sat., March 2	Mennonite Health Assembly in Wichita, Kansas	Tim, Staff, Association Board
March	March TBD	Executive Search--Round 1 Interviews and Debrief	Search Committee
	March TBD	Executive Search- Semi-finalist Site/Office Visit & Meet with senior Level Staff (still to be decided)	Search Committee
	Wed., March 6, 7:00 to 8:30 p.m.	2019 Gala Committee Meeting	Melissa, Rolando
	Mon., March 11, 5:30 to 9:00 p.m.	Association Board Committee Meetings: QA, Governance, and Finance at Jubilee Office	Tim, Charles, Earl, Geoff
	Sat., March 16, 9:00 a.m. to 1:00 p.m.	Strategic Plan- Half-day planning retreat (40-50 people)	MHS, Tim, Karrie
	Tues., March 19, 7:00 to 9:00 p.m.	Foundation Board Executive Committee and Full Board Meeting at Jubilee Office	Tim, Rolando, Board
	Wed., March 20, 7:00 to 8:30 p.m.	2019 Gala Committee Meeting	Melissa, Rolando
	March-April	Executive Search--Round 2 Interviews, 1-2 VCs to plan onboarding	Search Committee, Raffa
April	April ?	Executive Search- Meeting to Ratify Selection	Search Committee, Board
	Wed., April 3, 7:00 to 8:30 p.m.	2019 Gala Committee Meeting	Melissa, Rolando
	Mon., April 8, 5:30 to 9:00 p.m.	Association Board Executive Committee and Full Board Meeting at Jubilee Office	Tim, Karrie
	Mon., April 8	MHS presents Strategic Plan to the Association Board for feedback	MHS, Tim, Karrie
	Tues., April 16, 7:00 to 9:00 p.m.	Foundation Board Finance Committee Meeting at Jubilee Office	?
	Wed., April 17, 7:00 to 8:30 p.m.	2019 Gala Committee Meeting	Melissa, Rolando
	Sun., April 28, 11:00 a.m.	Disability Awareness Sunday at HMC	Tim, Staff
May	May ?	Executive Search- Announce Appointment	Board, Staff, Raffa
	Wed., May 1, 7:00 to 8:30 p.m.	2019 Gala Committee Meeting	Melissa, Rolando
	Sat., May 11, 6:00 to 11:00 p.m.	Jubilee Gala in Honoring Tim at Marriott Hotel in Bethesda, MD	Everyone
	Mon., May 13, 5:30 to 9:00 p.m.	Foundation Executive Committee Meeting and Joint Association and Foundation Board Meeting at Jubilee Office	Tim, Karrie, Susan
	Fri., May 31	Finalize Strategic Plan Goals for FY19	MHS, Tim/Staff, Board
June	Mon., June 10, 5:30 to 9:00 p.m.	Association Board Finance Committee and Full Board Meeting at Jubilee Office	Tim, Karrie, Geoff
	June ?	New ED begins at Jubilee Office	
	Sun., June 23, 3:00 to 6:00 p.m.	Jubilee-Town of Kensington Festival at Jubilee Office and Local Park	Rolando
	Fri., June 28	Tim's last day in the Jubilee Office	Tim