

**Jubilee Association Board and Foundation Board Timeline of Key Meetings FY19
As of February 26, 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
	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	Sat., Feb. 2, Morning	Client Council Retreat at Jubilee Office to Support the Strategic Planning Process	Tim, Rolando
	Mon., Feb. 4, 6:00 to 8:00 p.m.	Jubilee / Montgomery County Delegation Reception in Annapolis to Honor the Retirement of Tim Wiens	Rolando, Tim, Susan, Carol
	Wed., Feb. 6, 7:00 to 8:30 p.m.	2019 Gala Committee Meeting	Melissa, Rolando
	Thurs., Feb. 7, 6:30 p.m.	Association Board Governance Committee Meeting (Rescheduled from January 14)	Tim, Earl
	Sat., Feb. 9	Executive Search—Round 1 Interviews and Debrief	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

	Target Date(s)	Activity	Responsibility
	Mon., Feb. 11- Thurs., Feb. 28	Executive Search—Semi-Finalist Site/Office Visit and Meet with Senior Staff	Raffa, Tim, and Staff
	Sat., Feb. 16, 6:30 p.m.	Ruby Society Dinner at the Home of Melissa Siegel	Melissa, Tim, Rolando
	Wed., Feb. 20, 7:00 to 8:30 p.m.	2019 Gala Committee Meeting	Melissa, Rolando
	Thurs., Feb. 28- Sat., March 2	Mennonite Health Assembly in Wichita, Kansas	Tim, Staff, Association Board
March	Mon., March 4	Executive Search—Search Committee Meeting	Search Committee
	Wed., March 6, 7:00 to 8:30 p.m.	2019 Gala Committee Meeting	Melissa, Rolando
	Mon., March 11, 6:30 to 7:30 p.m.	CANCELLED: Association Board Special Session for ED Finalist Report at Jubilee Office (To be rescheduled to include information on more finalists.)	Tim, Karrie, David
	Mon., March 11, (7:30 p.m.?)	Association Board Committee Meetings: Finance, Governance, and QA at Jubilee Office (Day/Time may be changed by each Committee)	Tim, Geoff, Earl, and Charles
	Sat., March 16, 9:30 a.m. to 1:30 p.m.	Strategic Plan--Half-Day Planning Retreat and Luncheon (40-50 People) at Our Lady Of Mercy Church and Sullivan House in Potomac, MD	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	Tim, Rolando, Chris, Linda
	Wed., April 17, 7:00 to 8:30 p.m.	2019 Gala Committee Meeting	Melissa, Rolando
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 N. 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
	Sun., May 19, 11:00 a.m.	Disability Awareness Sunday at HMC	Tim, Staff
	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