| **Month** | **Action** | **Status** | **By Whom** |
| --- | --- | --- | --- |
| September 2016 | Submit Goal Sheet by Sunday, Oct. 2nd | Outstanding | Area Directors and Committee Chairs |
| September 2016 | Directors and Officers Liability Insurance for the District 4 Board  • Continue research to include US brokers  • Present proposal at next board meeting Treasurer | Completed | Treasurer |
| September 2016 | Get the names of the ECP, Webmaster and chairs of Service, UN, Advocacy, Z Clubs and Leadership Development from each and every club | On-Going | Area Directors |
| September 2016 | Provide content to Webmaster Sandra to update service, advocacy, UN, etc. pages on the D4 website | On-Going | Committee Chairs |
| November 2016 | Discuss district dues for New Young Professional Membership Category | Completed | Finance Committee |
| November 2016 | Provide examples of events, threats and vulnerabilities for clubs to consider for risk management decisions | Outstanding | Risk Management Committee Chair |
| November 2016 | Change the password on the D4 Website for the board and committee members | Completed | IT/Webmaster |
| November 2016 | Present Business Plan and budget for the Centennial celebrations at the May 13 Board Meeting for approval | Outstanding | Centennial Committee |
| November 2016 | Compile D4 Directory from ZI website and distribute upon request | Outstanding | Governor |
| November 2016 | Document what goes in each section in the Board Report form. Place for comments to be added to form | Outstanding | Parliamentarian |
| November 2016 | Develop form for Area Directors to report on clubs: brief synopsis on service, advocacy and membership and on President’s meetings | Completed | Secretary |
| November 2016 | Arrange for a GoToMeeting™ for the Workshops 2017 committee meeting on December 20th at 7.00 PM for 1 hour | Completed | Secretary |
| November 2016 | Submit agenda for the GoToMeeting™ committee meeting on December 20th at 7.00 PM for 1 hour | Completed | Area Workshops 2017 Committee Chair |
| November 2016 | Provide Area Directors with new Power Point template for presentations | Completed | Governor |
| November 2016 | Update President’s Manual to include best practices for Club Treasurers | Outstanding | Treasurer |