

TAB/CAC Secretary Activity Calendar - Odd-numbered years

JANUARY
Agenda item at the first meeting to <i>Elect a new Chair and Vice Chair of the _____ TAB/CAC (for possible action)</i>
Agenda item at the first meeting to <i>Review and approve the 20__ meeting calendar (for possible action)</i>
Agenda item at the first meeting to <i>Review the _____ TAB/CAC Bylaws (for discussion only)</i>
Update agenda and minutes templates to reflect new members, Chair, Vice-Chair, and any changes to the BCC including Chair and Vice-Chair after the first meeting of the year
Mt. Charleston TAB – agenda item to announce that <i>Applications for Mt. Charleston License Plate Grants are open through February 28th and the applications forms are available on the Clark County website (for discussion only)</i>
Moapa TAB – agenda item to <i>Nominate one community member to serve as the TAB representative on the Moapa Valley Fire Protection District Advisory Board</i>
Moapa Valley TAB – agenda item to <i>Nominate one community member to serve as the TAB representative on the Moapa Valley Fire Protection District Advisory Board</i>
Moapa Valley TAB – agenda item to <i>Nominate one community member to serve as the TAB representative on the Moapa Valley Television Maintenance District Board</i>
FEBRUARY
** Holiday posting reminder – President’s Day – you may need to post one day earlier**
MARCH
Mt. Charleston TAB – agenda item to <i>Receive presentations from Mt. Charleston License Plate Grant applicants and make recommendations regarding approvals and funding to be forwarded to the Board of County Commissioners (for Possible Action)</i>
APRIL
MAY
** Holiday posting reminder – Memorial Day – you may need to post one day earlier**
JUNE
Attend Secretary Training
Sign contract for next year
Renew NV State Business License Exemption
Enterprise TAB - Reserve meeting room with LVCCLD staff for meetings next December through June
JULY
** Holiday posting reminder – 4 th of July – you may need to post one day earlier**
AUGUST
** Holiday posting reminder – Labor Day – you may need to post one day earlier**
Agenda item to <i>Review previous fiscal year budget requests and take public input regarding requests for the next fiscal year budget (for discussion only)</i>
SEPTEMBER
Agenda item to <i>Take public input and finalize requests for the next fiscal year budget (For possible action)</i>
OCTOBER
** Holiday posting reminder – Nevada Day – you may need to post one day earlier**
NOVEMBER
Holiday posting reminder – Veteran’s Day – you may need to post one day earlier
Holiday posting reminder – Thanksgiving & Family Day – you may need to post 2 days earlier
DECEMBER
Enterprise TAB - Reserve meeting room with LVCCLD staff for meetings next July through December
Holiday posting reminder – Christmas Day – you may need to post one day earlier
Holiday posting reminder – New Year’s Day – you may need to post the JANUARY agenda 1 day earlier

TAB/CAC Secretary Activity Calendar - Even-numbered years

JANUARY
Agenda item at the first meeting to <i>Review and approve the 20__ meeting calendar (for possible action)</i>
Mt. Charleston TAB – agenda item to announce that <i>Applications for Mt. Charleston License Plate Grants are open through February 28th and the applications forms are available on the Clark County website (for discussion only)</i>
FEBRUARY
** Holiday posting reminder – President’s Day – you may need to post one day earlier**
MARCH
Mt. Charleston TAB – agenda item to <i>Receive presentations from Mt. Charleston License Plate Grant applicants and make recommendations regarding approvals and funding to be forwarded to the Board of County Commissioners (for Possible Action)</i>
APRIL
MAY
** Holiday posting reminder – Memorial Day – you may need to post one day earlier**
JUNE
Attend Secretary Training
Sign contract for next year
Renew NV State Business License Exemption
Enterprise TAB - Reserve meeting room with LVCCLD staff for meetings next December through June
JULY
** Holiday posting reminder – 4 th of July – you may need to post one day earlier**
AUGUST
Agenda item to <i>Review previous fiscal year budget requests and take public input regarding requests for the next fiscal year budget (for discussion only)</i>
SEPTEMBER
Agenda item to <i>Take public input and finalize requests for the next fiscal year budget (For possible action)</i>
Agenda item to announce that <i>Applications are being accepted until _____ to serve on the TAB/CAC for the next 2 year term (for discussion only)</i>
OCTOBER
Agenda item to announce that <i>Applications are being accepted until _____ to serve on the TAB/CAC for the next 2 year term (for discussion only)</i>
** Holiday posting reminder – Nevada Day – you may need to post one day earlier**
NOVEMBER
Agenda item to announce that <i>Applications are being accepted until _____ to serve on the TAB/CAC for the next 2 year term (for discussion only)</i>
Holiday posting reminder – Veteran’s Day – you may need to post one day earlier
Holiday posting reminder – Thanksgiving & Family Day – you may need to post 2 days earlier
DECEMBER
Enterprise TAB - Reserve meeting room with LVCCLD staff for meetings next July through December
Holiday posting reminder – Christmas Day – you may need to post one day earlier
Holiday posting reminder – New Year’s Day – you may need to post the JANUARY agenda 1 day earlier