**Proposed Schedule: June 9, 2024 Annual Meeting (June 2 BOT Information Meeting)**

**Communications eBlasts and Documents**

Annual Meeting Page on Website: <https://uussd.org/about-us/member-documents/annual-meeting/>

eBlast 1 Link: <https://mailchi.mp/uussd/uusd-enews-august-18-6126499>

eBlast 2 Link:  <https://mailchi.mp/uussd/uusd-enews-august-18-6128871>

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| **Date of Email** | **Date to Communications@uussd.org** | **From** | **Document** | **Posted on the Website** | **Password Protected**  ***(By Communications*** |
| **Wednesday, May 8**  **eBlast # 1**  **Members &**  **Staff only** | **By Wednesday, May 1** | **Board** | **Invitation to Members for the Annual Meeting**  **(From Board President on UUSD Letterhead; attach to eBlast)** | **X** |  |
|  | **By Wednesday, May 1** | **Board** | **Annual Meeting Agenda**  **(On UUSD Letterhead; link included in eBlast)** | **X** |  |
|  | **By Wednesday, May 1** | **LDC**  **Photo**  **Team** | **Self-Nomination Information for BOT and LDC Candidates with Photographs (included in eBlast);**  **Invitation to Candidates Forum** | **X** | **X** |
|  | **By Wednesday, May 1** | **Board** | **Information on the June 2 Board Information Session included in eBlast** | **X** |  |
|  |  |  | **INFORMATION ON ANY MOTIONS** |  |  |
|  | **By Wednesday, May 1** | **Board** | **Motion 1: Minutes of the June 2023 Annual Meeting**  **(On Letterhead; link included in eBlast)** | **X** |  |
|  | **By Wednesday, May 1** | **Board** | **Motion 2: FY 25 Operating and Capital Budgets (link included in eBlast)** | **X** | **X** |
|  | **By Wednesday, May 1** | **Board/S&EJ** | **Motion 3: Revised Resolution of Conscience (link included in eBlast)** | **X** |  |
|  | **By Wednesday, May 1** |  | **Motion: Any other motions the congregation will vote on (link included in eBlast)** | **X** |  |
|  | **By Wednesday, May 1** | **Board** | **Absentee Ballot (with directions for voting; link included in eBlast)** | **X** | **X** |

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| **E-MAIL DATE** | **Date to** [**Communications@uussd.org**](mailto:Communications@uussd.org) | **RESPONSIBLE** | **DOCUMENT** | **TO BE POSTED ON WEBSITE** | **Password Protected** |
| **Friday,**  **May 17**  **eBlast #2**  **Members &**  **Staff only** | **By Friday,**  **May 10** | **Board** | **Letter from BOT President with**  **Information on Annual Reports, Annual Meeting information, Information Session date, voting instructions, and absentee ballots with due date**  **Current UUSD Organization Chart (link)**  **Absentee Ballot link**  **List of Annual Reports of UUSD Committees and Staff (links)**  **Information about the Candidates Forum with Zoom link** | **X** |  |
|  | **By Friday,**  **May 10**  **Earlier if Communications will need to copy edit/format)** | **Board VP** | **Consolidated Church Council Reports with cover letter from Board VP; See 2023 report on the website.**  [https://uussd.org//wp-content/uploads/2023/05/Committee-Annual-Reports-for-church-year-2023-ED.pdf](https://uussd.org/wp-content/uploads/2023/05/Committee-Annual-Reports-for-church-year-2023-ED.pdf) | **X** |  |
|  | **By Friday,**  **May 10** | **LDC** | **LDC Report** | **X** |  |
|  | **By Friday,**  **May 10** | **Board President** | **Annual Report** | **X** |  |
|  | **By Friday,**  **May 10** | **Director of Music Ministries** | **Staff Annual Report** | **X** |  |
|  | **By Friday,**  **May 10** | **CFE Director** | **Staff Annual Report** | **X** |  |
|  | **By Friday,**  **May 10** | **Minister** | **Staff Annual Report** | **X** |  |
|  | **By Friday,**  **May 10** | **Administrator** | **Staff Annual Report** | **X** |  |

***(Alleane Taylor and Sue Brown, Acting Co-Chairs, Communications, 3-08-24)***