ECDC Two Year Calendar

**January of Even Year**
- EBoard Meeting
- Elect Officers
- Adopt Budget
- Discuss priorities for Year’s programming
- Set Date for the Annual Dinner
- Set Date for the Endorsement Forums
- Remind Members to renew
- Publish Newsletter
- Membership meeting

**In February**
- EBoard Meeting
- Identify Annual Dinner quest speaker
- Remind Members to renew
- Walk campaign to deliver primary walk pieces
- Publish Newsletter
- Membership Meeting

**In March**
- EBoard Meeting
- Actively contact non-renewed Members
- Reserve the August Endorsement Forum location
- Submit Fourth of July Application to City of El Cerrito
- Publish Newsletter
- Membership Meeting

**In April**
- EBoard Meeting
- Secure the Annual Dinner Speaker
- Reserve the Annual Dinner venue
- Publish Newsletter
- Membership Meeting

**In May**
- EBoard Meeting
- Publish Newsletter
- Membership Meeting

**In June**
- EBoard Meeting
- Identify potential Annual Dinner caterers
- Submit Recharter application to DPCCC
- Submit Insurance Application to CADEM
- Secure volunteers for Fourth of July
- Publish Newsletter
- Membership Meeting
ECDC Two Year Calendar

**In July of Even Year**
EBoard Meeting
Fourth of July Booth
Select caterer
Deposit to Caterer
Deposit to Annual Dinner venue
Annual Dinner article and announcement flyers
Set up paypal link for Annual Dinner
Add Annual Dinner information to the website
Publish Newsletter
Ballot Measure Endorsement Forum and Membership Meeting

**In August**
EBoard Meeting
Set date for the Holiday Party
Secure printer for walk piece
Publish Newsletter
Endorsement Forum and Membership Meeting

**In September**
EBoard Meeting
Calls to members Regarding Annual Dinner.
Walk Campaign to deliver walk piece
Set next year annual dues
Select DPCCC Representative and Alternate
Publish Newsletter
Outstanding Candidate Endorsement and Membership Meeting

**In October**
EBoard Meeting
Publish Newsletter
Annual Dinner and Membership Meeting

**In November**
EBoard Meeting
Publish Newsletter
Membership Meeting and Election Recap

**In December**
EBoard Meeting
Publish Newsletter
Annual Holiday Party and consideration of CADEM Delegates
January of Odd Year
EBoard Meeting
Elect Officers
Adopt Budget
Discuss priorities for Year’s programming
Set Date for the Annual Dinner
Set Date for the Endorsement Forums
Remind Members to renew
Publish Newsletter
Endorsement Forum for AD15 CADEM Candidates

In February
EBoard Meeting
Identify Annual Dinner quest speaker
Remind Members to renew
Publish Newsletter
Membership Meeting

In March
EBoard Meeting
Actively contact non-renewed Members
Reserve the August Endorsement Forum location
Submit Fourth of July Application to City of El Cerrito
Publish Newsletter
Membership Meeting

In April
EBoard Meeting
Secure the Annual Dinner Speaker
Reserve the Annual Dinner venue
Publish Newsletter
Membership Meeting

In May
EBoard Meeting
Publish Newsletter
Membership Meeting

In June
EBoard Meeting
Identify potential Annual Dinner caterers
Submit Recharter application to DPCCC including roster for determining number of
Delegates for pre-endorsement caucus to Democratic Party Endorsement vote in
even-Year January
Submit Insurance Application to CADEM
Secure volunteers for Fourth of July
Publish Newsletter
Membership Meeting
ECDC Two Year Calendar

**In July of Odd Year**
EBoard Meeting  
Fourth of July Booth  
Select caterer  
Deposit to Caterer  
Deposit to Annual Dinner venue  
Annual Dinner article and announcement flyers  
Set up paypal link for Annual Dinner  
Add Annual Dinner information to the website  
Publish Newsletter  
Membership Meeting

**In August**
EBoard Meeting  
Set date for the Holiday Party  
Secure printer for walk piece  
Publish Newsletter  
Membership Meeting

**In September**
EBoard Meeting  
Calls to members Regarding Annual Dinner.  
Walk Campaign to deliver walk piece  
Reserve the November Endorsement Forum location  
Set next year annual dues  
Select Delegates for pre-endorsement caucus  
Publish Newsletter  
Membership Meeting

**In October**
EBoard Meeting  
Publish Newsletter  
Annual Dinner and Membership Meeting

**In November**
EBoard Meeting  
Publish Newsletter  
Provide Delegates to Pre-Endorsement Caucus guidance on how to vote  
Conduct Endorsement Forum for March Primary

**In December**
EBoard Meeting  
Publish walk pieces for Primary  
Donate to DPCCC for Even-Year door hangers  
Publish Newsletter  
Annual Holiday Party