

**PEM/EMP Calendar – 2012**

Month	Host Church	Notes	PEM Board / Advent House	PEM/EMP Joint Board	EMP Board	Safe Journey	FGNF	PCHH	PLCC
<b>DEC 5<sup>TH</sup>, 2011</b>	Fairport United Methodist Church		÷ Program Report* ÷ Sept 30 <sup>th</sup> Financial Report	÷ Communication ÷ Governance	÷ Nov 30 <sup>th</sup> Financial Report	÷ Program Report * ÷ Oct 31 <sup>st</sup> Financial Report	Financial Report *	PHCC Meeting Minutes *	PLCC Meeting Minutes *
Jan		No Meeting							
<b>FEB 6<sup>TH</sup></b>	Bethlehem Lutheran		÷ <b>Program Report</b> ÷ Dec 31 <sup>st</sup> Financial Report	÷ Communication ÷ Governance	÷ Jan 31 <sup>st</sup> Financial Report	÷ <b>Program Report</b> ÷ Dec 31 <sup>st</sup> Financial Report	Financial Report *	PCHH Meeting Minutes *	PLCC Meeting Minutes *
March		No Meeting							
<b>APRIL 2<sup>ND</sup></b>	St. Johns of Rochester		÷ Program Report* ÷ Mar 31 <sup>st</sup> Financial Report	÷ <b>Personnel Policy Review</b> ÷ Communication ÷ Governance	÷ Mar 31 <sup>st</sup> Financial Report	÷ Program Report* ÷ Feb 28 <sup>th</sup> Financial Report	<b>Program Report – Attendance requested</b>	<b>Program Report – Attendance requested</b>	<b>Program Report – Attendance requested</b>
May		No Meeting							
<b>JUNE 4<sup>TH</sup></b>	Perinton Presb.	<b>ANNUAL BUDGET APPROVAL</b>	÷ <b>Program Report</b> ÷ <b>Budget Proposal</b>	÷ Communication ÷ Governance	÷ May 30 <sup>th</sup> Financial Report ÷ <b>Budget Proposal</b>	÷ <b>Program Report</b> ÷ Apr 30 <sup>th</sup> Financial Report ÷ <b>Budget Proposal</b>	Financial Report *	÷ <b>Budget Proposal</b> (if any)	PLCC Meeting Minutes *
July		No Meeting							
<b>AUG 6<sup>TH</sup></b>	Need a host for August	<b>ANNUAL FINANCIAL REPORTS</b> (Fiscal year ending 6/30)	÷ <b>Annual Financial Report</b> ÷ PEM/EMP Annual Written Program Report Due	÷ Communication ÷ Governance	÷ <b>Annual Financial Report</b> ÷ <b>Insurance Authorization</b> ÷ PEM/EMP Annual Written Program Reports Due for Board Review	÷ <b>Annual Financial Report</b> ÷ PEM/EMP Annual Written Program Report Due	÷ <b>Annual Financial Report</b> ÷ PEM/EMP Written Annual Program Report Due	÷ <b>Annual Financial Report</b> ÷ PEM/EMP Written Annual Program Report Due	÷ <b>Annual Financial Report</b> ÷ PEM/EMP Written Annual Program Report Due
Sept		No Meeting							
<b>OCT 1<sup>ST</sup></b>	Mountain Rise UCC	<b>ANNUAL MEETING</b>  <b>PEM/EMP ANNUAL PROGRAM REPORTS</b>	÷ <b>Annual Program Report</b>	÷ <b>DIRECTOR Authorization</b> ÷ <b>Election of OFFICERS</b> ÷ <b>Approval of Finance Committees</b> ÷ <b>PEM/EMP Annual Program Report</b> ÷ Communication ÷ Governance	÷ <b>Annual Program Report</b>	÷ <b>Annual Program Report</b>	<b>Annual Program Report – Attendance Requested</b>	<b>Annual Program Report – Attendance Requested</b>	<b>Annual Program Report – Attendance Requested</b>
Nov		No Meeting							
<b>DEC 3<sup>RD</sup></b>	Risen Christ Lutheran		÷ Program Report* ÷ Sept 30 <sup>th</sup> Financial Report	÷ Communication ÷ Governance	÷ Nov 30 <sup>th</sup> Financial Report	÷ Program Report * ÷ Oct 31 <sup>st</sup> Financial Report	Financial Report *	PHCC Meeting Minutes *	PLCC Meeting Minutes *

\* Program Reports or Meeting Minutes (if any) may be submitted in writing.