

**Recommended Deadlines for the Presbyterian Mission Agency Board Meeting
February 7-9, 2018**

WHEN	WHAT	WHERE
January 3, 2018 (Wed)	List of titles for business items	Susan Abraham – via shared folder
January 4, 2018 (Thurs)	Advisory & Advocacy Committees informed of titles	Send to Courtney Hoekstra & Christian Iosso
January 10, 2018 (Wed)	All meeting papers due (except committee agendas)	Susan Abraham and Denise Hayden – via shared folder
January 11, 2018 (Thurs)	Requested papers sent to Advisory & Advocacy Committees	Send to Courtney & Chris
January 17, 2018 (Wed)	Initial assignment of items to committees for SCLT's review and information.	SCLT Meeting - Conference Room A 1:00 - 2:30 pm. Notice sent on 09.23.16 to SCLT Team & Resource Coordinators
January 18, 2018 (Thurs)	Executive Committee conference call to approve committee assignments	Conference Call
January 24, 2018 (Wed)	Board Meeting Papers Posted	Website
January 26, 2018 (Fri)	Advice & Counsel Memoranda Due	Shared folder
January 29, 2018 (Mon)	Committee Agendas Due	Shared folder
January 31, 2018 (Wed)	Committee Agendas Posted Advice & Counsel Memoranda Posted	Website