

# TANZANIAN COMMUNITY ASSOCIATION – MIDWEST USA, NFP

20600 Promethian Way  
Olympia Fields, Illinois 60461  
TEL 708.747.5670 • FAX 708.747.5670

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## 2005/2006 Calendar of Events

TCA Calendar of Events for 2005/6 (Will be amended as more information becomes available):

1. Saturday, 5<sup>th</sup> March 2005: TCA Executive Meeting
    - Preparation and Review of:
      - 2004/5 Annual Report
      - 2004/5 Annual Expense Report
      - 2005/6 Budget
      - 2005/6 Projects
      - Review proposed TCA Constitution Amendments
      - 2005/6 Calendar of Events
    - Prepare agenda for the TCA Board Meeting
  2. Saturday, 19<sup>th</sup> March 2005: TCA Board Meeting
    - Executive Team present the following items to the Board for review:
      - 2004/5 Annual Report
      - 2004/5 Annual Expense Report
      - 2005/6 Budget
      - 2005/6 Projects
      - Review of proposed TCA Constitution Amendments
      - Deliberate on proposed \$50 Annual Membership fee
      - 2005/6 Calendar of Events
    - Prepare agenda for the TCA Annual Meeting
    - AOB
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3. Saturday, 30<sup>th</sup> April 2005: TCA Executive Meeting
    - Review and Approve Meeting Calendar
      - Come with schedule amendments and meeting venue proposals

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- Annual Meeting Review and Update
    - Secretary's office: please prepare a recap of the Annual Meeting and distribute it to executive team at least one week before the meeting to afford advance review and comments
    - All executive team members: please come with notes and reminders of follow-up items from the Annual Meeting
  - Status Reports from all Standing Committees
    - Please prepare a paragraph or two of a written status report for the committee you represent. The report should include:
      1. A summary of proceedings of the committee meeting(s)
      2. A summary of activities organized or planned to be organized by the committee
      3. Committee meeting/activity calendar
      4. Proposals for possible changes to the composition and organization of the committee
  - TCA 2005/6 Expense Report Update
    - Finance office: please prepare and present a recap of expense report and distribute it to executive team at least one week before the meeting to afford advance review and comments. The report should follow the recommended and approved 'two-pronged' method
  - TCA 2005/6 Budget Update and Review
    - Finance office: please prepare an update of 2005/6 operating budget and distribute it to executive team at least one week before the meeting to afford advance review and comments
  - Propose/Review calendar of events for 2005/6
    - Please consult your Standing Committees and other members and come with ideas of what we should do for 2005/6
  - Propose list of Projects we will execute in 2005/6
    - Please solicit input from members and come with project ideas that TCA can undertake for the balance 2005/6
4. Saturday, 7<sup>th</sup> May 2005: TCA annual Meeting
  5. Saturday, 14<sup>th</sup> May 2005 TCA Seminar: Financial Health

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6. Saturday, 28<sup>th</sup> May 2005: TCA Executive Meeting
  - Status update and final review of TCA calendar of events for 2005/6
  - Assign event calendar to responsible Standing Committees
  - Status update and final review of 2005/6 TCA Projects
  - Form Teams or assign responsibility for the implementation of all TCA Projects
  - Receive and review proposed TCA Constitution amendments
7. Saturday, 25<sup>th</sup> June 2005 TCA Seminar: Investment
8. Saturday, 16<sup>th</sup> July 2005: TCA Executive Meeting
  - 2005 Expense Report update
  - 2005 Budget update
  - 2005 Project update
  - Review Calendar of events for the balance of 2005/6
  - Review proposed TCA Constitution amendments
9. Saturday, 30<sup>th</sup> July 2005: TCA Board Meeting
  - Executive Team present the following items to the Board for review:
    - 2005 Expense Report update
    - 2005 Budget update
    - 2005 Project update
    - Calendar of events for the balance of 2005/6
    - Review of proposed TCA Constitution amendments
10. Saturday, 27<sup>th</sup> August 2005: TCA Executive Meeting
  - Progress review
11. Saturday, 17<sup>th</sup> September 2005 TCA Seminar: Real Estate
12. Saturday, 24<sup>th</sup> September 2005: TCA Executive Meeting
  - Progress review
13. Saturday, 29<sup>th</sup> October 2005: TCA Executive Meeting

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- Progress update from all Standing Committees
- 14. Saturday, 26<sup>th</sup> November 2005: TCA Executive Meeting
  - Planning for the Uhuru Day and year-end activities
  - Prepare message for announcing upcoming TCA Leadership Elections
- 15. Saturday, 10<sup>th</sup> December 2005: TCA Uhuru Day
  - Combine it with Kenya's Madaraka Day?

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- 16. Saturday, 7<sup>th</sup> January 2006: TCA Executive Meeting
    - Preparation and Review of:
      - 2005 Annual Report
      - 2005 Annual Expense Report
      - 2006/7 Budget
      - 2006/7 Projects
      - 2006/7 Calendar of events and progress report
    - Prepare agenda for TCA Board Meeting
    - Preparations for TCA Executive and Board Elections
  - 17. Saturday, 18<sup>th</sup> February 2005: TCA Board Meeting
    - Executive Team present the following items to the Board for review:
      - 2005 Annual Report
      - 2005 Annual Expense Report
      - 2006/7 Budget
      - 2006/7 Projects
      - 2006/7 Calendar of events
    - Prepare agenda for TCA Annual Meeting
    - Preparations for TCA Executive and Board Elections
    - AOB

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18. Saturday, 18<sup>th</sup> March 2005: TCA Annual Meeting and Elections

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Please review this proposed schedule of meetings and events in its totality and respond (contact me) with your comments, recommendations and amendments ASAP so that we can get some traction and build extra momentum for the remainder of the year.

Saul Mwakatpanya  
TCA President and Chairman