Compliance Calendar

The recurring legal and organizational deadlines WMI has to meet each year, in calendar order. WMI's fiscal year is the calendar year (January 1 to December 31). The board owns this calendar; the Treasurer and Secretary handle most of the filings.

> Only items with a written source are listed. Anything marked "To be confirmed" still needs a firm date from the board.

Month by month

When	What	Who	Notes
January	Q1 board meeting	Chairman, Secretary	The board meets quarterly. 2026 meetings were held in January, April, July and October; the next is set for 2027-01-12.
February	Start the IRS annual return (Form 990 series)	Treasurer, with the outside accountant	The Treasurer starts gathering the prior year's records for the accountant around February.
April	Q2 board meeting	Chairman, Secretary	
May	Insurance changes, if any	Treasurer	Tell the insurance agency about any coverage changes at least 30 days before the June renewal.
June	Insurance renewal	Treasurer	General liability, excess and directors and officers (D&O) policies renew in June. Review the renewal documents and pay the premium on time.
July	Q3 board meeting	Chairman, Secretary	

When	What	Who	Notes
August	City fire inspection	Board	The City of Waukesha inspected the space on 2026-08-05; it is treated as an annual inspection. Lessons from the 2026 report: no multi-plug adapters, and keep exit sign batteries working. See **Electrical Safety and Lockout/Tagout** in Shop Safety.
October	Q4 board meeting	Chairman, Secretary	Held on the second Tuesday of October to allow time for quarterly financials.
October to December	Wisconsin DFI annual report	Treasurer or Executive Director	Annual report to the Wisconsin Department of Financial Institutions. See **Annual Filings**.
November	Lease rate increase	Treasurer	The rent increases each November. Review and record the change, and reflect it in the budget.

> To be confirmed: the IRS filing deadline the board tracks, and the exact Wisconsin DFI annual report due date (the Treasurer's guide gives both "October 1 to December 31" and "by October 1").

> To be confirmed: the month of the annual city fire inspection. The only dated inspection on record is 2026-08-05.

Every year, month to be confirmed

What	Who	Source
Adopt the next fiscal year's budget. The board committed on 2026-07-21 to a formal FY2027 budget; spending well above budget will need board approval.	Treasurer and Executive Director draft; board adopts	2026-07-21 minutes

What	Who	Source
Board elections. Directors serve staggered two-year terms.	Board	Bylaws Article IV; Chairman guide
Policy review and strategic planning session	Chairman	Chairman guide
Review member-at-large designations	Board	Project Continuum
Update the Board Skills Matrix and publish the nomination process report	Governance Committee	Project Groundswell
Annual review of the Space Improvement Committee	Board	Project Barnraising
Review the Non-Discrimination Policy (periodic)	Board	Non-Discrimination Policy

> To be confirmed: the month each of these happens.

Ongoing

- **Board meetings:** at least twice a year under the **Bylaws**, quarterly in practice. Notices and agendas go out 5 to 7 days ahead.
- **Monthly bookkeeping:** the Treasurer reconciles the books and checks that bills are paid each month, and prepares the financial report for each quarterly meeting.
- **Minutes:** the Secretary circulates draft minutes within a week of each meeting; the board approves them at the next meeting, and the public summary follows (see **Board Meeting Summaries**).

Related pages

- **Annual Filings**
- **IRS 501(c)(3) Determination Letter and EIN**
- **Bylaws**

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