

REORGANIZATION ACTION ITEM CHART - JANUARY 1, 2020 through JANUARY 1, 2121

Dark pink or salmon denotes Reorganization Study Committee meetings

Green denotes MACD Board Meetings

Light pink denotes by-laws sub-committee meetings

Goldenrod denotes Spring Board Meeting

Action Item #	ITEM	START DATE	TARGET COMPLETION DATE	NOTES
1	Informational letter to CDs	12/20/19	12/23/19	Good feedback to date
2	District input survey designed	1/3/20	1/3/20	Worked in tandem with cc
3	District input survey to Districts	1/6/20	1/31/20	Individual supervisors/staff mbrs asked to complete survey and return to gmw; inquiries will be answered promptly
4	Survey results compiled and published	2/1/20	2/5/20	Results will be submitted to Reorg committee, MACD board, SWCDM board and CDs
5	Reorg. Committee conference call meeting	2/6/20	2/6/20	7:30 a.m. 1-888-575-2051 ; Everyone is welcome to participate; draft Action Item Chart will be reviewed and questions/comments addressed.
6	Depending on survey results; proceed with process to either (1) change MACD articles of Inc. to a 501(c)(3), or; (2) dissolve MACD, merge it with SWCDM, and realign and rename SWCDM to the new MACD organization	2/7/20	12/31/20	For purposes of this flow chart, the remaining items will be related ONLY to item 2, merging MACD with SWCDM. Clearly, if the District input indicates an alternate route, that will be pursued as appropriate. Districts shall be notified of the intended direction; their input solicited continually, and inquiries addressed promptly.
7	Assuming option 2 above: MACD Board of Directors adopt a resolution to merge with SWCDM	2/10/20	2/11/20	Secretary of State's office requires a motion such as this to be submitted as part of the reorganization documents and submitted in resolution format. I am unsure as to when the resolutions should be filed at this date.
8	By-laws sub-committee appointed by MACD Board to begin re-write	2/10/20	2/10/20	Committee will set an aggressive schedule with the target to present a DRAFT by the MACD Spring Board Meeting.

9	Assuming #7 is achieved, SWCDM Board of Directors adopt a resolution to merge with MACD	Meeting date unknown		Secretary of State's office requires a motion such as this to be submitted as part of the reorganization documents and submitted in resolution format; Current by-laws for both organizations will be forwarded to By-laws sub-committee.
10	By-Laws sub-committee: Begin Re-write of SWCDM by-laws which will ultimately become the NEW MACD by-laws	2/24/20	4/30/20	DRAFT disbursed to Districts for input and edification; draft disbursed to MACD & SWCDM Boards of Directors for input and edification; all edits MUST BE SUBMITTED TO COMMITTEE NO LATER THAN 5/10/20 ; all District input is labeled and catalogued for reference. (See Item #17)
11	Set meeting agenda and conduct Reorg committee conference call to discuss progress and action items; review by-law rewrite to date; prepare progress report to Districts and MACD & SWCDM Boards	3/3/20	3/6/20	Suggested changes, new action items, etc. will be addressed promptly
12	Report progress to MACD at monthly conference call	3/9/20	3/9/20	Follow-up as necessary
13	Set meeting agenda and conduct Reorg committee conference call to discuss progress and action items; review by-law rewrite to date; prepare progress report to Districts and MACD & SWCDM Boards	4/3/20	4/6/20	Suggested changes, new action items, etc. will be addressed promptly
14	Report progress to MACD at monthly conference call ; specific review and discussion of by-laws draft	4/13/20	4/13/20	Follow-up as necessary
15	Set meeting agenda and conduct Reorg committee conference call to discuss progress and action items; review by-law rewrite to date; prepare progress report to Districts and MACD & SWCDM Boards	5/1/20	5/6/20	Suggested changes, new action items, etc. will be addressed promptly
16	Report progress to MACD at monthly conference call ; specific review and discussion of by-laws draft	5/11/20	5/11/20	Follow up as necessary
17	By-laws sub-committee will edit draft of by-laws; prepare progress report to Districts and MACD & SWCDM Boards	5/11/20	6/5/20	With an eye on the Spring Board Meeting, the by-laws are reaching a more formal appearance; all District input is identified.

18	Report progress to MACD at monthly conference call ; specific review and discussion of by-laws draft.	6/8/20	6/8/20	Suggested changes, new action items, etc. will be addressed promptly; (Unsure if this is an actual meeting date as it is so close to the Spring Board Meeting)
19	Full report and discussion of activity of Reorg. Committee and presentation of by-laws draft. (Spring Board Meeting)	6/10/20	6/12/20	Spring Board meeting dates are estimated only. Suggested changes, new action items, etc. will be addressed promptly
20	MACD Treasurer completes and makes ready to file IRS Form 940 and Schedule N	Date unknown		The 940 is required for MACD in order to dissolve the entity. Schedule N directs the disbursement of assets, in this case, bank accounts.
21	A discussion must be held regarding how the MACD Board membership will be addressed as well as MACD standing committees etc.	6/10/20	6/12/20	Once MACD is dissolved, the MACD Board is also dissolved. SWCDM Board becomes the governing body. How will the new MACD Board be selected? Appointment by the SWCDM Board? (Districts will oppose this); or, elected by Districts at Area meetings? This is a bit of a serious conundrum.
22	By-laws sub-committee will continue editing and formalizing by-laws pursuant to MACD direction.	6/5/20	9/1/20	Final draft submitted to MACD Board and Districts prior to Area meetings.
23	MACD Board will direct Area representatives to make a personal visit to each District	6/15/20	9/11/20	Each District will be visited by their Area Director who will review the, report by-laws, report on the progress, discuss action items slated for the State Convention, and answer any questions that arise. THIS IS A VERY IMPORTANT COMPONENT TO THE SUCCESS OF THIS EFFORT.
24	Set meeting agenda and conduct Reorg committee conference call to discuss progress and action items; review by-law rewrite to date; prepare progress report to Districts and MACD & SWCDM Boards	7/3/20	7/6/20	Suggested changes, new action items, etc. will be addressed promptly
25	Report progress to MACD at monthly conference call; specific review and discussion of by-laws draft	7/13/20	7/13/20	Follow up as necessary
26	Set meeting agenda and conduct Reorg committee conference call to discuss progress and action items; review by-law	8/3/20	8/6/20	Suggested changes, new action items, etc. will be addressed promptly

	rewrite to date; prepare progress report to Districts and MACD & SWCDM Boards			
27	Report progress to MACD at monthly conference call ; specific review and discussion of by-laws draft	8/10/20	8/10/20	Follow up as necessary
28	Set meeting agenda and conduct Reorg committee conference call to discuss progress and action items; review by-law rewrite to date; prepare progress report to Districts and MACD & SWCDM Boards	9/3/20	9/8/20	Suggested changes, new action items, etc. will be addressed promptly
29	Report progress to MACD at monthly conference call ; specific review and discussion of by-laws draft	9/14/20	9/14/20	Follow up as necessary
30	Area Meetings	9/10/20	9/30/20	A report will be presented at each of the Area meetings allowing supervisors and staff to ask questions. The goal is to make sure we have District buy-in on not only the by-laws, but the whole process. Each Area will review and discuss by-laws at their area meeting. They will pass a RESOLUTION to approve by-laws as written. By this time in the process, there should be little or no opposition to the by-laws and hopefully, only minor changes. May also select new Area Directors/Board members (see item #21).
31	Set meeting agenda and conduct Reorg committee conference call to discuss progress and action items; review by-law rewrite to date; prepare progress report to Districts and MACD & SWCDM Boards	10/2/20	10/6/20	With an eye on the State Convention and considering comments, etc. that may have come out of Area Meetings, the Committee will follow up as necessary.
32	Report progress to MACD at monthly conference call ; specific review and discussion of by-laws draft	10/13/20 Date may change	10/13/20	Final committee report prior to State Convention; review of final draft of by-laws
33	Final reports, drafts, hand-outs, etc. prepared for the State Convention	10/1/20	11/12/20	Specifics will be determined with time and necessity.
34	State Convention: MACD Business Meeting	11/19/20	11/19/20	Process of merger discussed at length; resolutions to merge passed. By-laws approved by Districts. Financial reports reviewed.

35	Final joint meeting of Reorg Committee and MACD	12/14/20	12/14/20	Reorg committee reports out and is dissolved. New MACD Board installed. Final financial reports approved; new financial representation reviewed.
36	NEW MACD OPEN FOR BUSINESS	1/1/2021		