

PISMO COAST VILLAGE, INC.
BOARD OF DIRECTORS' CALENDAR OF EVENTS
JANUARY – DECEMBER 2021

January 16, 2021

- 1) **Annual Shareholders' Meeting**
 - A. Election of 18 directors
- 2) **Reorganizational Meeting of Board of Directors**
 - A. Elect Executive Officers
 - B. Elect Nominating Committee
 - C. Appointment of Assistant Corporate Secretary (requires Resolution)
 - D. Update signature authority at financial institutions (requires Resolution when any of the officers change) (all officers need to sign forms after meeting is adjourned). Actual signature cards will be available at a later time.
 - E. Update signature authority for transfer agent (requires Resolution when any of the officers change) (all officers need to sign form after meeting is adjourned).
 - F. Authorize electronic transfer of funds for payment of taxes, 401(k) Plan, etc. (requires Resolution).
 - G. Renew \$500,000 Line of Credit with Pacific Premier Bank (requires Resolution). If needed, appoint "mentors" for new directors
 - I. If needed, review Securities & Exchange Commission's Section 16 filing requirements (Atty. Joseph Look)
 - J. Committee assignments (may be done post meeting by newly elected President)
 - K. If needed, President and V. P. - Secretary to endorse supply of stock certificates for stock transfer agent

February 20, 2021

- 1) **Executive Committee Meeting** *or*
- 2) **Optional Special Meeting of the Board of Directors**
 - A. Set committees' goals & objectives and agendas for the year
 - B. Board ratification of Annual Shareholders' Meeting minutes, if available

March 20, 2021

- 1) **Committee Meetings**
 - A. Set committees' goals & objectives and agendas for year (if not done at February Special Board Mtg.)
 - B. Operations Committee: Discussion of draft of Annual Shareholders' Manual and Calendar for next calendar year. If draft is approved by the committee without changes, present motion for approval of the draft at Board meeting.
- 2) **Board of Directors' Meeting**
 - A. Board ratification of Annual Shareholders' Meeting minutes (if not approved at Feb. Special Board Mtg.)
 - B. Board approval of Annual Shareholders' Manual and Calendar for next calendar year, if possible
 - C. Update authorized list of signatures for safe deposit box account with Pacific Premier Bank (requires Resolution).
 - D. Reestablish Business Plan Task Force Committees to update Business Plan (*every fifth year–next review: 2021*)

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April 17, 2021

- 1) **Executive Committee Meeting**

May 15, 2021

- 1) **Committee Meetings**
 - A. Finance Committee only:
 1. Presentation of Budget draft for next fiscal year
 2. Presentation of Capital Expenditures Budget draft for next fiscal year
- 2) **Board of Directors' Meeting**
 - A. Board approval of Annual Shareholders' Manual and Calendar for next calendar year (if not done at March Board meeting)
 - B. Review and update Business Plan *(every fifth year – next review: 2021)*
 - C. Reaffirm Board's position on Corporation's contribution to employees' 401(k) Plan (requires Resolution).

June 19, 2021

- 1) **Executive Committee Meeting**

July 17, 2021

- 1) **Committee Meetings**
- 2) **Board of Directors' Meeting**
 - A. Presentation of Budget for next fiscal year to full Board
 - B. Presentation of Three-Year Plan for next fiscal year to full Board
 - C. Presentation of Capital Expenditures Budget for next fiscal year to full Board
 - D. Adopt revised Business Plan, if not already done (requires Resolution). *(every fifth year – next review: 2021)*

August 21, 2021

- 1) **Executive Committee Meeting**

September 18, 2021

- 1) **Committee Meetings**
- 2) **Board of Directors' Meeting**
 - A. Approval of Budget for next fiscal year (requires Resolution)
 - B. Approval of Three-Year Plan for next fiscal year (requires Resolution)
 - C. Approval of Capital Expenditures Budget for next fiscal year (requires Resolution)
 - D. Directors to update/return biographical information for Annual Report and proxy literature
 - E. Directors to complete/return Directors & Officers' Questionnaire Form
 - F. Directors to complete SEC's Form 5 (Declaration of Change in Share Ownership for Current Fiscal Year)
 - G. Committee Chairs to complete/return committee attendance report sheets
 - H. Renew C.E.O./G.M.'s contract when necessary (current contract expires 2023) (requires Resolution)

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- I. Set C.E.O./G.M.'s goals & objectives (no later than Nov. 1 each year, as per Executive Committee meeting of 4-17-93)
 - J. Nominating Committee to interview current Board members for intentions of continuing on Board for next year
- 3) **Board Appreciation Dinner**

October 16, 2021

- 1) **Executive Committee Meeting**

November 13, 2021 *(Please note: Meeting is held second Saturday of November)*

- 1) **Committee Meetings**
- 2) **Board of Directors' Meeting**
 - A. Preparations for Annual Shareholders' Meeting
 - 1. Presentation and approval of slate of Board nominees (requires Resolution)
 - 2. Set date of record for Annual Shareholders' Meeting (requires Resolution)
 - 3. Approval of the Proxy Statement and Shareholder Transmittal Letter and Form of Proxy, and direct officers to file necessary documents with governmental agencies, and authorize distribution of proxy materials to shareholders (requires Resolution).
 - 4. Board approval for officers to facilitate Annual Meeting (requires Resolution)
 - 5. If needed: For proposals to be submitted for shareholder approval at the Annual Meeting (other than for the election of the Board and the ratification of the selection of accounting firm), a resolution must be presented for Board approval directing the Officers of the Company to execute an Application with the California Commissioner of Corporations to allow the proposal(s) to be published in the Company's proxy materials (Note: check with Attorney Joseph Look for appropriate verbiage for this Resolution).
 - B. Retiring of outdated resolutions to "Historical Resolution Log," if necessary (requires Resolution).
 - C. All directors to sign signature page of the 10-K Report for fiscal year ended 9/30
 - D. Cover letter for Proxy materials to be signed by President
 - E. President and V.P. - Secretary to sign Notice of Annual Meeting of Shareholders and Proxy Statement

December 18, 2021

1. Executive Committee Meeting (Optional)