

ANNA Board of Directors 2025-26 Schedule for BOD Meetings and Conference Calls - Faith Lynch, President, 5/3/25 (4/25/25)										
	Day	Event Date	What	Reports due*	Liaison and NO Reports due to the Pres	Agenda Items Due	Agenda Finalized by President	Agenda Sent to BOD	BOD Meeting Date or Conference Call	Notes
New 2025-26 Board begins its work led by Faith Lynch, 2025-26 President, on Saturday, May 3, 2025 immediately following the Nephrology Nursing Luncheon.										
A Zoom call invitation will be sent with a copy of the call agenda prior to each BOD conference call.										
1	Thur	5/22/2025	Conference Call	X	X	Fri, 5/9/25	Fri, 5/16/25	Fri, 5/16/25	Thur, 5/22/25 5:00 pm ET	New Board reorganization conference call, 1 month post-Symposium
2	Thur	6/19/2025	Conference Call	X	X	Fri, 6/6/25	Fri, 6/13/25	Fri, 6/13/25	Thur, 6/19/2025 5:00 pm ET	No reports due.
3	Sun to Tues	7/20/2025 to 7/22/2025	BOD Meeting, San Diego, CA	X	X	Fri, 6/27/25	Fri, 7/4/25	Fri, 7/11/25	Sun, 7/20/25 - Tue, 7/22/25	BOD Materials will be compiled
4	Wed to Thurs	8/20/2025 to 8/21/2025	Budget Meeting, Pitman, NJ	X	X	X	X	X	Wed, 8/20/25 to Thurs, 8/21/25	President, President-Elect, and Treasurer meeting in Pitman with Executive Director and staff to review proposed budget for 2026-27. (Arrival Tuesday, depart Fri)
5	Thur	8/21/2025	Conference Call	X	X	Fri, 8/8/25	Fri, 8/15/25	Fri, 8/15/25	Thur, 8/21/25 5:00 pm ET	No reports due.
6	Wed	9/24/2025	BOD Meeting, Charlotte, NC	X	X	Fri, 9/5/25	Fri, 9/12/25	Wed, 9/17/25	Wed, 9/24/25	No Reports Due. Meeting will be held prior to Nephrology Nursing Summit; Review 2026 budget
7	Thur	10/16/2025	Conference Call	Fri, 9/26/25 (one of two)	Fri, 10/3/25	Fri, 10/10/25	Fri, 10/17/25	Fri, 10/17/25	Thur, 10/23/25 5:00 pm ET	ACST, Committee Chairs, SPNs, Editors, Consultants, submit reports; Liaisons submit reports, and NO assembles Board Reports Approve 2026 buudget.
8	Thur	11/13/2025	Conference Call	X	X	Fri, 10/31/25	Fri, 11/7/25	Fri, 11/7/25	Thurs, 11/13/25 5:00 pm ET	No reports due.
9	Tue	11/18/2025	Conference Call - Election results (Information sharing only)	X	X	X	X	X	Tues, 11/18/25 3:00 pm ET	No reports due, no business to be conducted. BOD will be notified of election results on this call.
10	Thur	12/18/2025	Conference Call	X	X	Fri, 12/5/25	Fri, 12/12/25	Fri, 12/12/25	Thur, 12/18/25 5:00 pm ET	No reports due.
11	Thur	1/15/2026	Conference Call	X	X	Fri, 1/2/26	Fri, 1/9/26	Fri, 1/9/26	Thur, 1/15/26 5:00 pm ET	No reports due.
12	Thur	1/29/2026	Conference Call - BOD Resident Interviews	X	X	X	X	x	Thur, 1/29/26 5:00 pm ET	Interviews for the BOD Resident position will take place on this call. No agenda items unless an emergency.
13	Sun to Tues	3/1/2026 to 3/3/2026	BOD Meeting, Orlando, FL	Fri, 1/23/26 (two of two)	Fri, 1/30/26	Fri, 2/6/26	Fri, 2/13/26	Fri, 2/20/26	Sun, 3/1/26 - Tues, 3/3/26	ACST, Committee Chairs, SPNs, Editors, Consultants, submit reports; Liaisons submit reports, and NO assembles Board Reports.
14	Thur	3/26/2026	Conference Call	X	X	Fri, 3/13/26	Fri, 3/20/26	Fri, 3/20/26	Thur, 3/26/26 5:00 pm	No reports due. Performance review results presented.

New 2025-26 Board begins its work led by Faith Lynch, 2025-26 President on Saturday, May 3, 2025 immediately following the Nephrology Nursing Luncheon									
*Committee Chairs and SPNs submit reports to Board Liaisons; Editors, Consultants, National Office Staff submit reports to Executive Director.									
Reports of Board Liaisons are to focus on problems and things that the BOD needs to be aware of or discuss.									
Reports should NOT include full minutes of various meetings or activities; they should summarize key points.									
Summary of reports by groups									
Committee Chairs, SPNs, Editors, Consultants submit reports as follows to their Board Liaison or to the National Office:									
	Fri	9/19/2025		(1 of 2) in preparation for the October BOD conference call					
	Fri	1/23/2026		(2 of 2) in preparation for February BOD meeting					
Board Liaisons and NO to summarize reports received above and provide Recap Status reports to Pres, ED, and Lou Ann:									
	Fri	9/26/2025		Recap report to include summaries from committees, SPNs, etc.					
	Fri	1/30/2026		Recap report to include summaries from committees, SPNs, etc.					
Budget Planning Meeting and Conference Calls - See separate tab with detailed schedule									
	Wed & Thurs	8/20-21/2025		Wednesday & Thursday, 8/20-21 - Budget Meeting in Pitman - Treasurer, President, Pres-Elect					
	Thurs	9/18/2025		4:00 pm ET Treas, Pres, PE, IPP conference call					
	Wed	9/24/2025		BOD meeting - preliminary budget presented to the BOD					
	Thurs	10/23/2025		5:00 pm ET BOD call, approve budget					
Health Policy Zoom Calls with Board of Directors (not mandatory). Venable to lead calls.									
Zoom invite will be sent at the start of the new ANNA year.									
		Date of Call							
1	Thur	6/5/2025		4:00 pm ET					
2	Thur	7/10/2025		4:00 pm ET					
3	Thur	8/7/2025		4:00 pm ET					
4	Thur	9/4/2025		4:00 pm ET					
5	Thur	10/2/2025		4:00 pm ET					
6	Thur	11/6/2025		4:00 pm ET					
7	Thur	12/11/2025	(12/4 is budget meeting)	4:00 pm ET					
8	Thur	1/8/2026		4:00 pm ET					
9	Thur	2/5/2026		4:00 pm ET					
10	Thur	3/5/2026		4:00 pm ET					
11	Thur	4/2/2026		4:00 pm ET					
Deadlines - ANNA Update									
			Issue		Copy Deadline		Who submits article?		
			January/February 2025		12/1/2024		Pres-Elect (Lynch)		
			March/April 2025		2/1/2025		Pres (Colobong Smith) submits Annual Report		
			New 2025-26 Board begins its work						
			May/June 2025		4/1/2025		Pres (Lynch)		
			July/August 2025		6/1/2025		Pres-Elect (Gilliland)		
			September/October 2025		8/1/2025		Pres (Lynch)		
			November/December 2025		10/1/2025		Pres-Elect (Gilliland)		
			January/February 2026		12/1/2025		Pres-Elect (Gilliland)		
			March/April 2026		2/1/2026		Pres (Lynch) submits Annual Report		
			New 2026-27 Board begins its work						
			May/June 2026		4/1/2026		Pres (Gilliland)		
			July/August 2026		6/1/2026		Pres-Elect (TBD)		
			September/October 2026		8/1/2026		Pres (Gilliland)		
			September/October 2026		10/1/2026		Pres-Elect (TBD)		

Deadlines - Nephrology Nursing Journal			
Issue	Copy Deadline	Who submits article?	
January/February 2025	11/18/2024	Pres (Colobong Smith)	
March/April 2025	1/18/2025	Pres (Colobong Smith) and Pres-Elect (Lynch)	
New 2025-26 Board begins its work			
May/June 2025	3/18/2025	Pres (Lynch)	
July/August 2025	5/18/2025	Pres (Lynch)	
September/October 2025	7/18/2025	Pres (Lynch)	
November/December 2025	9/18/2025	Pres (Lynch)	
January/February 2026	11/18/2025	Pres (Lynch)	
March/April 2026	1/18/2026	Pres (Lynch) and Pres-Elect (Gilliland)	
New 2026-27 Board begins its work			
May/June 2026	3/18/2026	Pres (Gilliland)	
July/August 2026	5/18/2026	Pres (Gilliland)	
September/October 2026	7/18/2026	Pres (Gilliland)	
November/December 2026	9/18/2026	Pres (Gilliland)	
Elections and Deadlines for Ballots - Bylaws - "At least 14 days prior to closing, ballots are sent"			
Ballots to be sent	Mon	11/3/2025	
Ballots deadline for receipt (14 days)	Mon	11/17/2025	Ballots are due by midnight on 11/17/25. Taking into account PST, the closing time is actually 3:00 am ET (on 11/18/25)
Notifications will occur	Tue	11/18/2025	SBS to call President at 12:00 pm ET. The National Office will provide a schedule of how to notify candidates, BOD, and Nominations Committee
Annual Performance Appraisals - March 2026			
Preparation and Planning for Performance Appraisals by National Office			
1/14/2026	Revise Survey Monkey Performance Appraisal for NO and consultants (DEI, Nurse Advisors, HP)		
1/26/2026	Set up new temporary two-month account in Survey Monkey for President to use. Send instructions to the President.		
1/26/2026	Create cover email note for President to send to the BOD for the ED Performance Appraisal.		
2/6/2026	ED to send a report to the BOD of progress of annual goals.		
NO Communications with President about sending performance appraisals			
2/11/2026	Information sent from NO to President with implementation instructions to be sent to the BOD		
2/11/2026	National Office sends performance appraisal documents for Consultants to Key Reviewers		
President's Responsibilities to send performance review documents			
2/13/2026	President sends ED performance appraisal document, link, and instructions to the BOD.		
President's Collection of data and formatting documents for BOD review			
2/20/2026	President reviews who has completed the evaluations and reminds those who have not yet completed the surveys.		
2/27/2026	Deadline of SM evaluations.		
3/4/2026	President begins formatting results into documents for review by the Board. President clarifies with individuals in advance any ambiguities or misunderstandings.		
3/9/2026	President sends the performance review documents to the BOD in advance of the Board conference call to give them time to review it and prepare for the Executive Session.		
3/12/2026	Board conference call. The president leads the agenda item in executive session to discuss the ED performance review.		