



2010 CALENDAR OF ACTIVITIES

Last Updated 5/13/2010

Month	Due Date	Action	Officer Responsible
January	1	1st Quarter Dues & Database from Societies	Reva Tisdale
	25	Academy Annual Report -2009	Steve Mastro to Barbara Pepper for Website Posting
	8	Deadline for Winter Newsletter Articles	Barbara Pepper
	10	Final Committee and Society Annual Reports	Deb Bourbeau
	18	Winter Newsletter Published	Barbara Pepper
	25-26	Board of Directors (BOD) Meeting – Oklahoma City	Joyce Doakes Smith
	31	Society Assessments Due	Reva Tisdale
February	12	Deadline-House of Delegates (HOD) Minutes Comments	Deb Bourbeau
	15	Call for Spring Newsletter Articles	Barbara Pepper
	16	Teleconference – Board of Directors	Joyce Doakes Smith
March	2	Teleconference – Board of Directors	Joyce Doakes Smith
	8	Deadline for Spring Newsletter Articles	Barbara Pepper
	22	Board Officer Nomination Form	Steve Mastro
	22	Henning Nomination Form Posted to Web	Barbara Pepper
	31	Henning Nominations Solicited	Julie Rupp Felice
	31	1st Quarter Dues & Database – Final Deadline	Reva Tisdale
	31	Board Nominations Solicited	Steve Mastro
	31	Board Nomination Form Posted to Web	Barbara Pepper
	31	Spring Newsletter Published	Barbara Pepper
April	6	Teleconference – Board of Directors	Joyce Doakes Smith
	9-10	Consortium Winter Meeting	Joyce Doakes Smith
		Conference Committee Status Report	AACPM BOD
	15	Membership Directories from MAL/MA to MAL/C&C	Linda Jefferson
	15	Membership Directories Posted to Members Only Page	Barbara Pepper
May	4	Teleconference – Board of Directors	Joyce Doakes Smith
	15	Call for Summer Newsletter Articles	Barbara Pepper
June	1	Bylaws Changes to Committee Chair	Steve Mastro
	1	Teleconference – Board of Directors	Joyce Doakes Smith
	11	Deadline for Summer Newsletter Articles	Barbara Pepper
	30	2nd Quarter Dues & Database – Final Deadline	Reva Tisdale
	30	Summer Newsletter Published	Barbara Pepper
	30	Call for Delegates – due within 90 days	Joyce Doakes Smith
July	6	Teleconference – Board of Directors	Joyce Doakes Smith
	15	Membership Directories from MAL/MA to MAL/C&C	Linda Jefferson
	15	Membership Directories Posted to Members Only Page	Barbara Pepper
	15	Deadline Delegate Certification Forms-90 Days Before HOD	Barbara Pepper
	16	Deadline Henning Nominations	Julie Rupp Felice
	26	Proposed Bylaws Changes to BOD for review at August meeting	Steve Mastro
		Askew Names Due to Committee Chair	Charlene Cutting

Month	Due Date	Action	Officer Responsible
		Wilkinson Scholarship Nominations Solicited	Deb Bourbeau
August	1	Deadline BOD Nominations-10 weeks prior to HOD	Steve Mastro
	3	Teleconference – Board of Directors	Joyce Doakes Smith
		Askew Medallions Ordered	Charlene Cutting
		Wilkinson Scholarship Applications to Committee Chair	Deb Bourbeau
		Call for Committee Reports and Proposed Budget	Deb Bourbeau
	13	Call for Fall Newsletter Articles	Barbara Pepper
September	1	Ballots for Elections Sent to Delegates-35 Days Before HOD	Steve Mastro
	3	Notice to Societies about voluntary Gift Baskets	Jeff Kramer
	4	Ballot Completed and Embossed (45 Days Before Conference)	Steve Mastro
	7	Teleconference – Board of Directors	Joyce Doakes Smith
		Societies Reminded about Optional Gift Baskets	Jeff Kramer
	7	Deadline Fall Newsletter Articles	Barbara Pepper
	14	Mail Official Ballot to Delegates; BOD; and AACPM 2009, 2008, 2007 Past Presidents (35 Days Before Conference)	Steve Mastro
	15	Henning Selected – Notify Winner & AACPM President	Julie Felice
	15	Deadline to Post HOD Packets to Website (Agenda, Committee Reports, Proposed Bylaws Changes, Proposed 2011 Budget, Etc.)	Barbara Pepper
	30	Fall Newsletter Published	Barbara Pepper
	30	3rd Quarter Dues & Database – Final Deadline	Reva Tisdale
October	5	Teleconference – Board of Directors	Joyce Doakes Smith
	17-19	Annual Professional Development Conference	
	20	House of Delegates & Board of Directors Meeting	Joyce Doakes Smith
November	2	Teleconference – Board of Directors	Joyce Doakes Smith
	15	Call for Winter Newsletter Articles	Barbara Pepper
December	3	Deadline for Winter Newsletter Articles	Barbara Pepper
	7	Teleconference – Board of Directors	Joyce Doakes Smith
	15	Call for Final Committee and Society Annual Reports	Deb Bourbeau
	28	Winter Newsletter Published	Barbara Pepper
	31	4th Quarter Dues & Database – Final Deadline	Reva Tisdale
	31	Information/File Transfer to New Board Members	Outgoing Officers