



2011 CALENDAR OF EVENTS

Last Updated 8/25/2011

Month	Due Date	Action	Officer Responsible
January	1	1st Quarter Dues & Database from Societies	Reva Tisdale
	6	Winter Newsletter Published	Michael Shoemaker
	21-22	Board of Directors (BOD) Meeting – Gilbert, Arizona	Jeff Kramer
	25	Academy 2010 Annual Report posted to website	Joyce Smith to Michael Shoemaker
	31	Society Assessments Due	Reva Tisdale
February	1	Teleconference – Board of Directors	Jeff Kramer
	7	Deadline for House of Delegates (HOD) Minutes Comments	Deb Bourbeau
	14	Call for Spring Newsletter Articles	Michael Shoemaker
March	1	Teleconference – Board of Directors	Jeff Kramer
	8	Deadline for Spring Newsletter Articles	Michael Shoemaker
	21	Board Officer Nomination Form	Joyce Doakes Smith
	21	Henning Nomination Form Posted to Web	Michael Shoemaker
	30	Henning Nominations Solicited	Greg Hyland
	30	Board Nominations Solicited	Joyce Doakes Smith
	30	Board Nomination Form Posted to Web	Michael Shoemaker
	30	Spring Newsletter Published	Michael Shoemaker
	31	1st Quarter Dues & Database – Final Deadline	Reva Tisdale
	31	Corporate Registration due to Georgia Secretary of State	Reva Tisdale
	April	5	Teleconference – Board of Directors
9 - 10		Consortium Winter Meeting in Raleigh, NC	Jeff Kramer
15		Membership Directories from MAL/MA to MAL/C&C	Linda Jefferson
15		Membership Directories Posted to Members Only Page	Michael Shoemaker
15		Committee Progress Reports Due	AACPM BOD
May	3	Teleconference – Board of Directors	Jeff Kramer
	16	Call for Summer Newsletter Articles	Michael Shoemaker
June	1	Bylaws Changes to Committee Chair	Joyce Doakes Smith
	7	Teleconference – Board of Directors	Jeff Kramer
	10	Wilkinson Scholarship Nominations Solicited	Deb Bourbeau
	10	Deadline for Summer Newsletter Articles	Michael Shoemaker
	29	Call for Delegates – due within 90 days	Jeff Kramer
	30	2nd Quarter Dues & Database – Final Deadline	Reva Tisdale
July	5	Teleconference – Board of Directors	Jeff Kramer
	8	Deadline for Henning Nominations	Greg Hyland
	12	Summer Newsletter Published	Michael Shoemaker
	14	Deadline for Delegate Certification Forms (90 days prior to HOD)	Michael Shoemaker
	18	Call for Fall Newsletter Articles	Michael Shoemaker
	21	Membership Directories from MAL/MA to MAL/C&C	Linda Jefferson
	21	Membership Directories Posted to Members Only Page	Michael Shoemaker
	26	Proposed Bylaws Changes to BOD for review at August meeting	Joyce Doakes Smith
	27	Askew Names Due to Committee Chair	Program Directors
	August	2	Teleconference – Board of Directors

Month	Due Date	Action	Officer Responsible
	3	Deadline for BOD Nominations (10 weeks prior to HOD)	Joyce Doakes Smith
	10	Wilkinson Scholarship Applications to Committee Chair	Deb Bourbeau
	10	Call for Committee Reports and Proposed Budget	Deb Bourbeau
	12	Askew Medallions Ordered	Mgmt Practices Chair
	12	Deadline for Fall Newsletter Articles	Michael Shoemaker
	26	Ballot Completed and Embossed (45 days prior to Conference)	Joyce Doakes Smith
September	3	Notice to Societies about voluntary Gift Baskets	Keith Heaton
	6	Mail Official Ballot to Delegates; BOD, and AACPM 2010, 2009, 2008 Past Presidents (35 days prior to Conference)	Joyce Doakes Smith
	6	Teleconference – Board of Directors	Jeff Kramer
	6	Henning Selected – Notify Winner & AACPM President	Greg Hyland
	9	Deadline to Post HOD Packets to Website (Agenda, Committee Reports, Proposed Bylaws Changes, Proposed 2011 Budget, Etc.)	Michael Shoemaker
	16	Fall Newsletter Published	Michael Shoemaker
	30	3rd Quarter Dues & Database – Final Deadline	Reva Tisdale
October	4	Teleconference – Board of Directors	Jeff Kramer
	10-12	Annual Professional Development Conference Salt Lake Sheraton Hotel	
	13	House of Delegates & Board of Directors Meeting	Jeff Kramer
	17	Call for Winter Newsletter Articles and Society Updates	Michael Shoemaker
November	1	Teleconference – Board of Directors	Jeff Kramer
	1	Call for Final Committee and Society Annual Reports	Deb Bourbeau
	3	Deadline for Winter Newsletter Articles	Michael Shoemaker
December	6	Teleconference – Board of Directors	Jeff Kramer
	14	Deadline for Final Committee and Society Annual Reports	Deb Bourbeau
	16	Winter Newsletter Published	Michael Shoemaker
	31	4th Quarter Dues & Database – Final Deadline	Reva Tisdale
	31	Information/File Transfer to New Board Members	Outgoing Officers