



TIMELINE
 Fall 2009 Meeting
 (October 3-9, 2009)

HOTEL CUT-OFF DATE (3 weeks before meeting):	Fri., Sept. 11, 2009
EXHIBIT SHOW (Mary Rudolph) - Sent first notice to potential exhibitors send second follow-up notice	1st Notice: Feb. 2009 2nd Notice: June 2009
AWARDS (Professional Development Committee – Jennifer Mahoney/Bob Skoglund) Course attendance hours tabulated for awards given at Fall meeting	April 2009
PRESS RELEASE (Lori) (22 weeks) Fall agenda (Ann Thompson) and Fall course schedule (Jennifer Mahoney)	Friday, May 1, 2009
PROFESSIONAL DEVELOPMENT BROCHURES (Jennifer Mahoney) (17weeks prior to hotel-cut-off date –allows review)	Fri., June 5, 2009
PROGRAM (Ann Thompson) (16 weeks before meeting) provide preliminary agenda for posting on Web Page	Fri., June 12, 2009
MEETING MATERIALS FOR MAILING (various sources) (16 weeks prior to hotel cut-off date, allows time to process and mail) Cover letter / Registration Form (Lori) Hotel Registration form (hotel) Preliminary Meeting Agenda (Ann Thompson) Travel Info / New Member Lunch (Beth Levi)	Fri., June 12, 2009
AV REQUIREMENTS FOR MEETING AND COURSES (8 weeks prior to meeting date)	Fri., Aug. 7, 2009
HEADCOUNTS for decision-making on proceeding with courses (4 weeks from meeting)	Fri., Sept. 4, 2009
COMMITTEE REPORTS (3 weeks prior to meeting date)- All Committee Chairs	Fri., Sept. 11, 2009
MEETING MATERIALS FOR MEETING (various sources) (2 weeks prior to mtg date) Final Agenda (Ann Thompson) Speaker materials (speakers)	Fri., Sept. 18, 2009
PROFESSIONAL DEVELOPMENT MATERIALS FOR COURSES (Jennifer Mahoney / Instructors) - (2 weeks prior to mtg date)	Fri., Sept. 18, 2009
NOMINATIONS (Richard Willinger) Request for Nominations (November)	November
MEMBER RENEWAL / UPDATE TO DIRECTORY (Lori)	Late Nov / Early Dec
AWARDS (Margaret Samways / Barbara Buchner) (Margaret/Barbara to solicit awards nominations to membership; then present candidates to Board at Spring meeting; awards given at Fall meeting)	December 2009
NOMINATIONS (Richard Willinger) Election Ballot with candidate biographies	Late Dec / Early Jan