MLA OFFICIAL CALENDAR
2007-2008

2007-06-24	Revised Administrative Structure sent to Web Site Editor	Short
2007-06-25	MCB (July): deadline for copy	Koth
2007-06-30	Fiscal Officer informs Convention Manager of any adjustments to dates for convention budget process for the year (if other than stated in the Official Calendar); Convention Manager adjusts convention calendar, if necessary, and distributes to LAC and Prog chairs.	Gilbert
2007-07-01	Fiscal Officer reports on approved budgets for FY 2007-8 to appropriate people	Gilbert
2007-07-01	Best of Chapters papers sent to committee	Lovejoy
2007-07-01	Convention manual updated and distributed	Hickner/Rowley
2007-07-05	Refresh online database	A-R
2007-07-05	Send Prez copy of Database	A-R
2007-07-05	Send T/Ex copy of Database, QB	A-R
2007-07-05	July MCB copy due at A-R	Koth
2007-07-12	July MCB put on secure server	A-R
2007-07-12	Best of Chapter committee votes on proposals	Best of Chapters Comm.
2007-07-15	Best of Chapters chair notifies candidates and chapters, requests equipment needs	Lovejoy
2007-07-19	Refresh online database	A-R
2007-07-19	Send T/Ex copy of Database, QB	A-R
2007-07-19	Draft board minutes sent to Web Site Editor	Little
2006-07-25	T/Ex reports income and expenditures to those with authorized budget lines	Short
2007-07-25	MCB (August): deadline for copy	Various
2007-07-27	Request written reports from Committees and Special Officers for board meeting	Vandermeer
2007-07-31	Quarterly sales report sent to series editors	Short
2007-08-01	4th quarter report on contributors due to President and Chair of Development Committee	Short
2007-08-01	Review contents of 2nd membership and Notes renewal with A-R	Short
2007-08-01	Refresh online database	A-R
2007-08-01	Send Prez copy of Database	A-R
2007-08-01	Send T/Ex copy of Database, QB	A-R
2007-08-01	August MCB copy due at A-R	Koth
2007-08-15	Audit field work at A-R	A-R, SVA
2007-08-15	August MCB put on secure server	A-R
2007-08-15	2nd membership and NOTES renewal notices mailed	A-R
2007-08-15	File Statement of NOTES ownership, mgt and circulation	A-R
2007-08-15	NOTES (64/1) mailed	A-R
2007-08-15	Convention budget and equipment requests due to chair of program committee	Various
2007-08-15	Refresh online database	A-R
2007-08-15	Send T/Ex copy of Database, QB	A-R
2007-08-24	Publications, Bradley, Gerboth, Epstein, Freeman, Special Achievement Committees' recommendations due to President	Crilly, Ford, Boonin, Moulton-Gertig, Tsou, Boettcher
2007-08-24	Board agenda items and supporting documents due to President	Various
2007-08-24	Nominating Comm. report due to President	Cauthen
2007-08-25	MCB (September): deadline for copy	Various
2007-08-27	*Newsletter* (Sept.-Oct.): copy due to editor	Mantz/Various

2007-08-30	Refresh online database	A-R
2007-08-30	Send Prez copy of Database	A-R
2007-08-30	Send T/Ex copy of Database, QB	A-R
2007-09-01	Issue call for committee chairs to review Admin. Struct and Web Site for accuracy	Vandermeer
2007-09-01	Convention budget figures due to Convention Mgr.	Hoek, Quist
2007-09-01	Convention equipment requests due to Asst. Convention Mgr.	Hoek, Quist
2007-09-01	Delete NOTES volume 61 from inventory	Short
2007-09-01	NOTES advertising draft invoices sent to A-R and T/Ex	Sistrunk
2007-09-04	September MCB copy due at A-R	Koth
2007-09-09	Finance Committee agenda & supporting docs. sent to F.C.	Gilbert
2007-09-09	Agenda & supporting docs. posted for Board	Vandermeer
2007-09-09	Draft of 2008 program due to President with copy to Convention Manager	Hoek
2007-09-10	*Newsletter* (Sept.-Oct.): copy due to layout	Mantz
2007-09-15	September MCB put on secure server	A-R
2007-09-15	Refresh online database	A-R
2007-09-15	Send T/Ex copy of Database, QB with 2006-7 final figures	A-R
2007-09-15	All invoices from last 3 mos. due to T/Ex	Authorized expenders
2007-09-15	Changes to Administrative Structure sent to T/Ex	Vandermeer
2007-09-15	Convention budget due to Fiscal Officer	Rowley
2007-09-15	Review MCB renewal form	Short
2007-09-15	Changes in chapter information for Administrative Structure sent to T/Ex	Boettcher
2007-09-15	Nominal deadline for copy to editor for Notes for NOTES (64/3)	Cassaro
2007-09-20	Send each chapter a list of MLA members in region	A-R
2007-09-21	Finance Comm. meeting including audit report and Convention Budget (Chapel Hill)	Finance Comm.
2007-09-22	Board meeting (Chapel Hill)	Board
2007-09-24	Revised Administrative Structure sent to Web Site Editor	Short
2007-09-25	Committee and Special Officers Annual Reports requested	Morrow, Boziwick
2007-09-25	MCB (October): deadline for copy	Various
2007-09-25	Chapter annual reports and current officer information requested	Boettcher
2007-09-27	Solicit conference forms and info	Short
2007-09-28	*Newsletter* (Sept.-Oct.) sent to Web Site Editor	Mantz
2007-09-30	Approved version of June board minutes sent to Web Site Editor	Little
2007-09-30	T/Ex submits revised prefatory material to A-R for Membership Handbook	Short
2007-10-01	1st MCB renewal billing	A-R
2007-10-01	Agency MCB renewal reminder sent	A-R
2007-10-01	Purge previous year's convention information from DB and hide related QB items	A-R
2007-10-01	Send list of persons who have not yet renewed for the current fiscal year to Membership Committee Chair and T/Ex	A-R
2007-10-01	Refresh online database	A-R
2007-10-01	Send direct email to non-renewed members advising of 11/1 cutoff for ballot, membership handbook	A-R
2007-10-01	Send Prez copy of Database	A-R
2007-10-01	Send T/Ex copy of Database, QB	A-R
2007-10-01	October MCB copy due at A-R	Koth

2007-10-08	1st quarter report of contributions, to President and Chair of Development Committee	Short
2007-10-08	NOTES delinquent ad list sent to ad manager	Short
2006-10-08	Run quarterly membership report	Short
2007-10-10	Draft board minutes sent to President	Little
2007-10-10	Camera-ready biographical information for ballot due to T/Ex	Cauthen
2007-10-15	October MCB put on secure server	A-R
2007-10-15	1st proofs of prefatory Memb. Handbook material sent to T/Ex	A-R
2007-10-15	Camera-ready 2008 registration form, local arrangements info, silent auction info, mentoring info, MOUG info due to T/Ex	Rowley, Quist, Green, Hughes
2007-10-15	Camera-ready copy for ballot mailing due to A-R	Short
2007-10-15	*Newsletter* (Nov.-Dec.): copy due to editor	Various
2007-10-15	Refresh online database	A-R
2007-10-15	Send T/Ex copy of Database, QB	A-R
2007-10-20	Hotel reservation materials due to A-R	Rowley
2007-10-22	T/Ex reports income and expenditures to those with authorized budget lines	Short
2007-10-23	Camera-ready copy for Convention mailing (cover letter by Short, registration form, local arrangements info, silent auction info, mentoring info, MOUG info) due to A-R	Short
2007-10-24	Draft board minutes sent to Board	Little
2007-10-25	1st quarter fiscal report sent to Fiscal Officer	Short
2007-10-25	MCB (November): deadline for copy	Various
2007-10-27	Ballot materials mailed to members	A-R
2007-10-27	Edited 1st proofs of prefatory Memb. Handbook materials returned to A-R	Short
2007-10-31	Quarterly sales report to series editors	Short
2007-11-01	Refresh online database	A-R
2007-11-01	Send Prez copy of Database	A-R
2007-11-01	Send T/Ex copy of Database, QB	A-R
2007-11-01	Renewal deadline for inclusion in the 2008 Membership Handbook	Members
2007-11-01	Membership Handbook ads sent to A-R	Sistrunk
2007-11-01	Chapter annual reports and current officer information due to Vice/Past President	Chapter Chairs
2007-11-02	*Newsletter* (Nov.-Dec.): copy due to layout	Mantz
2007-11-04	November MCB copy due at A-R	Koth
2007-11-06	Convention materials mailed; include final renewal notices for membership and *NOTES*	A-R
2007-11-07	Draft board minutes sent to Web Site Editor	Little
2007-11-15	November MCB put on secure server	A-R
2007-11-15	NOTES (64/2) mailed	A-R
2007-11-15	2nd MCB renewal billing	A-R
2007-11-15	2nd proofs of complete Membership Handbook to T/Ex	A-R
2007-11-15	Refresh online database	A-R
2007-11-15	Send T/Ex copy of Database, QB	A-R
2007-11-22	Corrected 2nd proofs of Membership Handbook to A-R	Short
2007-11-25	MCB (January): deadline for copy	Various
2007-11-28	*Newsletter* (Nov.-Dec.) sent to Web Site Editor	Mantz
2007-12-01	Delinquent members/NOTES subscribers status changed to lapsed	A-R
2007-12-01	Refresh online database	A-R

2007-12-01	2006-7 Financial Statement due to Newsletter Editor	Short
2007-12-01	Issue call for committee chairs to review Admin. Struct and Web Site for accuracy	Vandermeer
2007-12-01	Chapter annual reports due to President and sent to Newsletter Editor	Boettcher
2007-12-01	Committee and Special Officer Annual reports sent to Newsletter Editor	Morrow, Various
2007-12-01	Web editor and President and posted	Morrow, Various
2007-12-01	Convention program cover, artwork and ads to A-R	Hickner, Rowley, Quist
2007-12-01	Conference program cover design finalized	Hoek, A-R
2007-12-01	Ballots due to T/Ex (last postmark)	Members
2007-12-01	NOTES advertising invoices/payments sent to A-R and T/Ex	Sistrunk
2007-12-04	December MCB copy due at A-R	Koth
2007-12-06	A-R sends Membership Handbook to printer	A-R
2007-12-06	Send Prez copy of Database	A-R
2007-12-06	Send T/Ex copy of Database, QB	A-R
2007-12-08	Verification of the counting of the ballots by T/Ex and teller	Short
2007-12-09	Election returns due to President, NOTES editor	Short
2007-12-10	Committees, Special Officers and Chapter Annual Reports sent to layout	Mantz
2007-12-11	December MCB put on secure server	A-R
2007-12-15	All invoices from last 3 mos. due to T/Ex	Authorized expenders
2007-12-15	Changes to Administrative Structure sent to T/Ex	Vandermeer
2007-12-15	Look up IRS mileage rate for coming year	Short
2007-12-15	Changes in chapter information for Administrative Structure sent to T/Ex	Vandermeer
2007-12-15	Nominal deadline for copy to editor for Notes for NOTES (64/4)	Various
2007-12-15	Final convention program copy to A-R	Hoek, Quist, Hickner, Short, Rowley
2007-12-15	Refresh online database	A-R
2007-12-15	Send T/Ex copy of Database, QB	A-R
2007-12-23	Revised Administrative Structure sent to Web Site Editor	Short
2007-12-25	MCB (February): deadline for copy	Various
2008-01-01	Notify coordinators of Roundtables up for renewal	Morrow
2008-01-01	Roundtable Chairs invited to breakfast	Morrow
2008-01-01	Incoming Board members added to MLABD-L	Short
2008-01-01	Submit changes for stationery based on election results	Short
2008-01-01	Chapter Chairs, etc. invited to breakfast	Boettcher
2008-01-01	Request written reports from Committees and Special Officers for board meeting	Vandermeer
2008-01-01	2006-7 Financial Statement to Notes Editor and to LAC for distribution in convention packets	Short
2008-01-01	T/Ex submits honorarium information to accountant for 1099s	Short
2008-01-01	Membership Handbook mailed	A-R
2008-01-01	Conference program proofs to Quist and Hoek	A-R
2008-01-01	Refresh online database	A-R
2008-01-01	Send Prez copy of Database	A-R
2008-01-01	Send T/Ex copy of Database, QB	A-R
2008-01-01	MLA Financial Statement due to NOTES editor	Short
2008-01-01	Send reminder to MLA-L announcing conference registration deadline	Short
2008-01-04	Committees, Special Officers and Chapter Annual Reports	Mantz

	sent to Web Site Editor	
2008-01-04	January MCB copy due at A-R	Koth
2008-01-07	NOTES delinquent ad list sent to ad manager	Short
2008-01-07	Run quarterly membership report	Short
2008-01-10	Conference program corrections to A-R	Hoek, Quist
2008-01-11	January MCB put on secure server	A-R
2008-01-13	Deadline for convention registration (postmark)	Members & others
2008-01-14	T/Ex and Convention Manager verify registration # for program printing	Short/Rowley
2008-01-15	Chapter chairs notify T/Ex of current chair, address, gross income over $25,000	Chapter chairs
2008-01-15	Conference program to printer	A-R
2008-01-15	Refresh online database	A-R
2008-01-15	Send T/Ex copy of Database, QB	A-R
2008-01-18	Progress report due to President for 2008 program and workshop	Hoek, Smith-Borne
2008-01-19	2006 and 2007 Board minutes, index to Board policies, Handbook, calendar, administrative structure, and budget information mounted on web site	Little, Dankowski, Short
2008-01-20	2007 Annual Meeting minutes and 2008 agenda to LAC for distribution in convention packets	Vandermeer
2008-01-21	Deadline for hotel reservations	Members & others
2008-01-21	2nd quarter contributions report sent to President and Development Chair	Short
2008-01-21	2nd quarter fiscal report sent to Fiscal Officer	Short
2008-01-21	T/Ex reports income and expenditures to those with authorized budgets	Short
2008-01-21	T/Ex sends 1099s to honorarium recipients	Short
2008-01-23	Board agenda items and supporting documents due to President	Various
2008-01-25	MCB (March): deadline for copy	Various
2008-01-31	Refresh online database	A-R
2008-01-31	Send Prez copy of Database	A-R
2008-01-31	Send T/Ex copy of Database, QB	A-R
2008-01-31	Quarterly sales report sent to series editors	Short
2008-02-01	Alphabetic list of MCB subscribers to MCB Editor and T/Ex	A-R
2008-02-01	Finance Committee agenda & supporting docs. sent to F.C.	Gilbert
2008-02-01	Letters of support for expiring Roundtables due to President	Various
2008-02-04	February MCB copy due at A-R	Koth
2008-02-05	Ship conference programs to Quist	A-R
2008-02-11	February MCB put on secure server	A-R
2008-02-13	NOTES (63/3) mailed	A-R
2008-02-15	Refresh online database	A-R
2008-02-15	Send T/Ex copy of Database, QB	A-R
2008-02-15	Agenda & supporting docs. posted for Board	Vandermeer
2008-02-17	Delinquent MCB subscribers dropped	A-R
2008-02-18	Finance Committee meetings begin (Newport)	Finance Comm.
2008-02-19	Board meetings begin (Newport)	Board
2008-02-20	77th Annual Meeting begins (Newport)	Everyone
2008-02-25	MCB (April): deadline for copy	Various
2008-03-01	Report Chapter status to IRS	Short
2008-03-01	NOTES advertising bills sent to A-R and T/Ex	Sistrunk
2008-03-01	Issue call for committee chairs to review Admin. Struct	Vandermeer

	and Web Site for accuracy	
2008-03-01	March MCB copy due at A-R	Koth
2008-03-01	Refresh online database	A-R
2008-03-01	Send Prez copy of Database	A-R
2008-03-01	Send T/Ex copy of Database, QB	A-R
2008-03-09	Approved version of Oct. board minutes sent to Web Site Editor	Little
2008-03-11	March MCB put on secure server	A-R
2008-03-14	*Newsletter* (March-April): masthead changes made based on election	Mantz
2008-03-14	*Newsletter* (March-April): copy due to editor	Mantz/Various
2008-03-15	All invoices from last 3 mos. due to T/Ex	Authorized expenders
2008-03-15	Changes in chapter information for Administrative Structure sent to T/Ex	VP-PE
2008-03-15	Send election results to organizations with whom MLA has joint committees and to other related professional orgs.	Calkins
2008-03-15	Send news releases about Publications, Epstein, Freeman, and Gerboth award winners (including to recipients)	Calkins
2008-03-15	Changes to Administrative Structure sent to T/Ex	Vandermeer
2008-03-15	Nominal deadline for copy to editor for Notes for NOTES (65/1)	Various
2008-03-15	Remaining conference bills to Conv Mgr	Various
2008-03-15	Draft board and draft annual meeting minutes sent to President	Little
2008-03-15	Refresh online database	A-R
2008-03-15	Send T/Ex copy of Database, QB	A-R
2008-03-23	Remaining conference bills to T/Ex	Hickner/Rowley
2008-03-23	Draft board minutes sent to board	Little
2008-03-24	*Newsletter* (March-April): copy due to layout	Mantz
2008-03-25	Revised Administrative Structure sent to Web Site Editor	Short
2008-03-25	MCB (May): deadline for copy	Various
2008-03-30	Draft board minutes sent to Web Site Editor	Little
2008-04-01	Call for budgets for FY 2008-9	Schroeder
2008-04-01	Chapter grant applications due	VP-PE
2008-04-01	Outgoing Board members removed from MLABD-L	Short
2008-04-01	Refresh online database	A-R
2008-04-01	Send Prez copy of Database	A-R
2008-04-01	Send T/Ex copy of Database, QB	A-R
2008-04-01	April MCB copy due at A-R	Koth
2008-04-01	April MCB put on secure server	A-R
2008-04-06	Administrative Structure to NOTES editor	Short
2008-04-07	*Newsletter* (March-April) sent to Web Site Editor	Mantz
2008-04-08	NOTES delinquent ad list sent to ad manager	Short
2008-04-08	Run quarterly membership report	Short
2008-04-14	*Newsletter* (May-June), including chapter annual reports: copy due to editor	Mantz/Various
2008-04-14	Request written reports from Committees and Special Officers for board meeting	Vandermeer
2008-04-15	Send T/Ex copy of Database, QB	A-R
2008-04-22	3rd quarter report on contributions to President and Development Committee Chair	Short
2008-04-22	T/Ex reports income and expenditures to those with authorized budget lines	Short
2008-04-25	3rd quarter fiscal report sent to Fiscal Officer	Short
2008-04-25	MCB (June): deadline for copy	Various
2008-04-28	*Newsletter* (May-June): copy due to layout	Mantz

2008-04-30	Quarterly sales report sent to series editors	Short
2008-05-01	Budget requests (FY2008/2009) due to Fiscal Officer	Various
2008-05-01	Refresh online database	A-R
2008-05-01	Send Prez copy of Database	A-R
2008-05-01	Send T/Ex copy of Database, QB	A-R
2008-05-04	May MCB copy due at A-R	Koth
2008-05-04	Progress report due to President for 2009 program and workshop	Moulton-Gertig, ???
2008-05-04	Board agenda items and supporting documents due to President	Various
2008-05-05	Copy due for annual mailing to corporate, honorary members	Vandermeer, Short
2008-05-05	Cover letter for NOTES and membership renewals to A-R	Vandermeer, Short
2008-05-15	May MCB put on secure server	A-R
2008-05-15	NOTES (63/4) mailed	A-R
2008-05-15	Chapter grant applications due to Past President	Chapter chairs
2008-05-15	Investment risk levels revisited	Inv. SC chair
2008-05-15	Call for Best of Chapters nominations	???
2008-05-15	T/Ex requests audit engagement letter from accountant	Short
2008-05-15	Corporate patron, corporate members and honorary members letters sent	Vandermeer
2008-05-16	Agency membership and NOTES renewal reminder sent	A-R
2008-05-16	Membership and NOTES subscription first renewal notices sent	A-R
2008-05-16	Send T/Ex copy of Database, QB	A-R
2008-05-17	Agenda, proposed budget, and supporting documents sent to Finance Committee	Schroeder
2008-05-19	*Newsletter* (May-June) sent to Web Site Editor	Mantz
2008-05-20	Agenda & supporting docs. posted for Board	Vandermeer, A-R
2008-05-25	MCB (July): deadline for copy	Various
2008-06-01	Refresh online database	A-R
2008-06-01	Send Prez copy of Database	A-R
2008-06-01	Send T/Ex copy of Database, QB	A-R
2008-06-01	Finance Committee meeting (Middleton)	Finance Comm.
2008-06-01	Board meeting (Middleton)	Board
2008-06-01	Request calendar dates from editors, officers, etc.	Short
2008-06-01	NOTES advertising bills sent to A-R and T/Ex	Sistrunk
2008-06-01	Issue call for committee chairs to review Admin. Struct and Web Site for accuracy	Vandermeer
2008-06-01	June MCB copy due at A-R	Koth
2008-06-08	Approved version of Feb. board minutes sent to Web Site Editor	Little
2008-06-15	June MCB put on secure server	A-R
2008-06-15	Refresh online database	A-R
2008-06-15	Send T/Ex copy of Database, QB	A-R
2008-06-15	All invoices from last 3 mos. due to T/Ex	Authorized expenders
2008-06-15	Changes in chapter information for Administrative Structure sent to T/Ex	Vandermeer
2008-06-15	Best of Chapters nominations due	Chapter chairs
2008-06-15	Draft board minutes sent to President	Little
2008-06-15	Changes to Administrative Structure sent to T/Ex	Vandermeer
2008-06-15	Nominal deadline for copy to editor for Notes for NOTES (64/2)	Various
2008-06-22	Draft board minutes sent to board	Little
2008-06-30	Official calendars for FY 2008-9 distributed	Short
2008-06-30	Fiscal Officer informs Convention Manager of any	Schroeder

	adjustments to dates for convention budget process for the year (if other than stated in the Official Calendar); Convention Manager adjusts convention calendar, if necessary, and distributes to LAC and Prog chairs.	
2008-07-01	Fiscal Officer reports on approved budgets for FY 2007-8 to appropriate people	Schroeder
2008-07-01	Convention manual updated and distributed	Hickner
2008-07-01	Refresh online database	A-R
2008-07-01	Send Prez copy of Database	A-R
2008-07-01	Send T/Ex copy of Database, QB	A-R
2008-07-08	NOTES delinquent ad list sent to ad manager	Short
2008-07-08	Run quarterly membership report	Short
2009-02-15	78th Annual Meeting, Chicago (Feb. 15-21)	Everyone
2010-03-18	79th Annual Meeting, San Diego (March 18-25)	Everyone