

Oregon TRIO Association Board Calendar

Month	Event Type	Task	Person in charge	Deadline
November	PS	Find alumni candidates for Policy Seminar	Awards Committee	1-Dec
	Business	Hold election for board officers & inform OTA members of results	Past-President	15-Nov
	Board	Apply for COE State Initiative Grant	President, board	1-Dec
	Board	Submit OTA budget for NAEOP disbursement	President	19-Nov
	Board	Establish committees for SLC & PDC	President	25-Oct
	Board	Solidy conference locations	Conference committees	1-Dec
	Board	Have first post-NAEOP conference board mtg via Wiggio	President	20-Nov
	Board	Submit OTA following year's budget to board	President	20-Nov
	PS	Identify necessary data for OTA Factbook	President, ELI members	20-Nov
	PDC	Initial meeting of committee members	PDC chairs	1-Dec
	SLC	Initial meeting of committee members	SLC Chairs	1-Dec
December	PS	Select policy seminar alumni	Awards Committee	1-Jan
	PS	Gather data for Factbook and send to ELI members	District representatives	15-Jan
January	PS	Arrange meetings for policy seminar	President	1-Feb
	PS	Arrange travel for policy seminar	President	1-Feb
	Board	Hold first face-to-face OTA board meeting	President	17-Jan
	PS	Design and print OTA Factbook	President	15-Feb
	PDC	Monthly meeting	PDC Chairs	
	SLC	Monthly meeting	SLC Chairs	
February	PS	Confirm meetings for Policy Seminar	President	15-Feb
	PS	Confirm travel for Policy Seminar	President	15-Feb
	PS	Make copies of OTA Factbook	President	1-Mar
	Board	Wiggio conference board mtg	President	19-Feb
	PDC	Monthly meeting	PDC Chairs	
	SLC	Monthly meeting	SLC Chairs	
March	PS	Attend State Summit, Policy Seminar	President, alum	March 21-26, 2014
	Board	Wiggio conference board mtg	President	19-Mar
	PDC	Monthly meeting	PDC Chairs	
	SLC	Monthly meeting	SLC Chairs	
April	SLC	Student Leadership Conference	SLC Chairs	11-Apr
	PDC	Professional Development Conference	PDC Chairs	April 17-18
	Business	Disseminate Fall Business Mtg minutes to members for approval	Secretary	15-Apr
	Board	Face-to-face board mtg, morning before conference	President	17-Apr
	Business	Face-to-face Business meeting (by-laws change)	President	18-Apr
	Business	Nominations for new leaders according to by-laws	Past-President	18-Apr
May	PDC	Conference reports & evaluations	PDC Chairs	
	SLC	Conference reports & evaluations	SLC Chairs	
	Board	Wiggio conference board mtg	President	21-May
July / August	Board	Face-to-face board meeting	President	29-Jul
September	Board	Wiggio conference board mtg	President	18-Sep
October	Board	Attend NAEOP Conference	Board	5-Oct
	Business	Attend OTA Business Mtg at NAEOP Conference	Board	7-Oct
	Board	Develop new invoice for OTA memberships for the following year	Treasurer	15-Oct