

MONTH/ DATE	MEETING	ACTION	Responsibility	Location	Constitution/ Bylaw/ Operational Handbook
January					
1		Appoint Policies and Research Com.	President		Const. Article IV, Sect. 5; B/L "Committees"
1		Audit & Nominations Com. appointed	Past Pres.		B/L: Article 1; Const. Article IV, Sect. 4
1		Appointments made to all committees	All Chairs		
9	Executive Council Orientation	Introduction to new members	President and Pres. Elect	Indiana State Museum	
26	Advocacy Day, 9:00 AM	Meet with Legislators	Advocacy Chair	Statehouse	
February					
13		Treasurer's Report Emailed to Pres., Past Pres. & Pres-Elect	Treasurer		
13		Agenda/Misc. Emailed to Exec. Council	President		
16		DEADLINE for YAM Artwork	District & Division Reps.		
27	Executive Council Meeting		ALL	Indiana State Museum	
28		ALL Executive Council Reports DUE to Secretary, copy to President	ALL		
March					
6		Minutes Mailed	Secretary		B/L: "Sec. Duties"
7	YAM, 2:30; SET UP: 11 AM		ALL	Indianapolis Statehouse	
	YAM TAKE DOWN		ALL	Indianapolis Statehouse	
April					

1		DEADLINE for Fall Convention Presentation	Convention Coordinator		
1		Awards Announcements in CONTACT/Listserve	Awards Chair		B/L "Awards Chair"
1		DEADLINE for Receiving Articles in CONTACT	District Reps, Division Reps, & Other Pertinent Members		B/L "Publications Editor"
13		Application deadline for IAC SWASO grant	Grant Writer		
14-18	NAEA Convention	Delegate Assembly, Awards	President & President-Elect and Any AEAI Attendees	Baltimore	
19		Treasurer's Report Emailed to Pres., Past Pres. & Pres-Elect	Treasurer		
19		Agenda/Misc. Emailed to Exec. Board	President		
May					
1		Spring CONTACT Published/Mailed	CONTACT Editor		B/L "Publications Editor"
1	Executive Council Meeting		ALL	Indiana State Museum	
2		ALL Executive Council Reports DUE to Secretary, copy to President	ALL		
14		IAC 2009-2010 Grant Report DUE, Letters to Legislators DUE, Update for Year 2 of Grant (2020-2011) DUE, Unaudited Financial Statement (Jan-Dec, 2009) DUE	Grant Writer, President, President Elect, Treasurer, Past President		
June					
1	Deadline for Award Nominations		ALL		
9		Minutes Mailed	Secretary		

15		DEADLINE for Receiving Articles in CONTACT	District Reps, Division Reps, & Other Pertinent Members		B/L "Publications Editor"
25-27	Western Region Delegates Assembly		President & President-Elect	Omaha	
30		Deadline for St. Mary of Woods Registrations	Treasurer		
July					
1		Agenda/Misc. Emailed to Exec. Board	President		
1		Treasurer's Report Emailed to Pres, Past Pres. & Pres-Elect	Treasurer		
1		2010 Budget DRAFT emailed to Budget Com.	Past President		
12 - 15	St. Mary of the Woods Retreat	Agenda/Misc. Emailed to Exec. Board	President	St. Mary of the Woods	
17		Agenda/Misc. Emailed to Exec. Board	President		
30-31	Exec. Council RETREAT & Meeting		ALL	Ft. Wayne Conference Center	
August					
1		ALL Executive Council Reports DUE to Secretary, copy to President	ALL		
1		Fall CONTACT published/mailed	CONTACT Editor		B/L "Publications Editor"
8		Minutes Mailed	Secretary		Article 1, Sect 1
September					
1		Agenda/Misc. Emailed to Exec. Board	President		
5		DEADLINE: 60 Day Notice of Proposed Amendments to Constitution sent to Secretary	Past President		Const., Article VIII, Sect. 1

11		Executive Council Meeting	ALL	Indiana State Museum	
19		Minutes Mailed	Secretary		Article 1, Sect 1
October					
10		Deadline for Fall Confernece Registrations			
5		30 Day Notice to General Membership of Proposed Amendments to Constitution			Const., Article VIII, Sect. 1
31		Final Grant Report deadline for IAC SWASO grant	Grant Writer		
31		Treasurer's Report Emailed to Pres, Past Pres. & Pres-Elect	Treasurer		
November					
4, 5, & 6	AEAI FALL CONVENTION		ALL	Ft. Wayne Conference Center	
5	General Session Meeting	Approval/Election of: Yearly Treasurer's Report, 2011 Budget, Election of District Reps for #2,4,& 6, and Student Rep.	ALL	Ft. Wayne Conference Center	Const., Article IV, Sect. 4; O.H.: "Elections and Appointments"
6	Executive Board Meeting	Election of Secretary, Treasurer, Editor, Higher Ed, & Conf. Cord, Musuem Ed. Rep.	ALL	Ft. Wayne Conference Center	Const. Article IV, Sect. 4
6	CLOSE of Fall Convention	ALL new Elected Members take office			
21		Minutes Mailed	Secretary		Article 1, Sect 1
December					
10		Deadline for Reimbursements of 2009	Treasurer		
15		Awards Recipient Articles sent to CONTACT	Awards Chair		B/L "Awards Chair"

15		Deadline for Receiving articles for CONTACT	District Reps, Division Reps, & Other Pertinent Members		B/L "Publications Editor"
January					
10		Winter CONTACT Published/Mailed	CONTACT Editor		B/L "Publications Editor"