

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
10	Board Orientation	Introduction to new members	President and Pres. Elect	Indiana State Museum	
February					
7		Treasurer's Report Emailed to Pres., Past Pres. & Pres-Elect	Treasurer		
7		Agenda/Misc. Emailed to Exec. Board	President		
9		DEADLINE for YAM Artwork to by Sent	District & Division Reps.		
21	Executive Board Meeting		ALL	Indiana State Museum	
28		Minutes Mailed	Secretary		B/L: "Sec. Duties"
March					
1	YAM, 2:00; SET UP: 10 AM		ALL	Indianapolis Statehouse	
6		Letter of Intent deadline for IAC SWASO grant application	Grant Writer		
12	Advocacy Day		ALL	Indianapolis Statehouse	
28	YAM TAKE DOWN		ALL	Indianapolis Statehouse	
April					
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		
17-21	NAEA Convention	Delegate Assembly, Awards	President & President-Elect and Any AEAI Attendees	Minneapolis	
18		Treasurer's Report Emailed to Pres., Past Pres. & Pres-Elect	Treasurer		
18		Agenda/Misc. Emailed to Exec. Board	President		
30		DEADLINE for Fall Conference Presentation Proposals	ALL		
May					
1		Spring CONTACT Published/Mailed	CONTACT Editor		B/L "Publications Editor"
2	Executive Board Meeting			Indiana State Museum	
9		Minutes Mailed	Secretary		
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	Western Region Leadership		Interested Members of Exec. Council	Grand Rapids, MI	
26-28	Western Region Delegates Assembly		President & President-Elect	Grand Rapids, MI	

29		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		
13-16	St. Mary of the Woods Retreat			St. Mary of the Woods	
15	Executive Board Meeting (Tentative)	2010 Budget Approval (May 2 Exec Meeting, if cancelled)		St. Mary of the Woods	
21		Minutes Mailed	Secretary		Article 1, Sect 1
August					
1		Fall CONTACT published/mailed	CONTACT Editor		B/L "Publications Editor"
September					
1		Agenda/Misc. Emailed to Exec. Board	President		
12		Executive Board Meeting		Indiana State Musuem	
14		DEADLINE: 60 Day Notice of Proposed Amendments to Constitution sent to Secretary	Past President		Const., Article VIII, Sect. 1
19		Minutes Mailed	Secretary		Article 1, Sect 1
October					
10		Deadline for Fall Confernece Registrations			
14		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 12,13,14	AEAI FALL CONFERENCE			IUPUI Conference Center	
13	General Session Meeting	Approval/Election of: Yearly Treasurer's Report, 2010 Budget, Election of District Reps for #1,3,5,& 7, and Student Rep.		IUPUI Conference Center	Const., Article IV, Sect. 4; O.H.: "Elections and Appointments"
14	Executive Board Meeting	Election of Secretary, Treasurer, Editor, Higher Ed, & Conf. Cord, Musuem Ed. Rep.		IUPUI Conference Center	Const. Article IV, Sect. 4
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"