



**MMEA Board of Directors
Time Line
2016-2018**

Missouri Music Educators Association

MMEA Vice-President / Advisory Council

TIME LINE

Year 1 2016-2018 Term

FEBRUARY

| | | | |
|---|---------|----------------|--|
| 2 | Fri-Sat | February 19-20 | MMEA VP Leadership Session (Tan-Tar-A) |
|---|---------|----------------|--|

Comment:
MMEA Website
Mileage From (LINK)
*Submit Round-Trip Mileage @.38 per
mile

MARCH

| | | | |
|---|----------|----------------|-----------------------------------|
| 1 | Thursday | March 10, 2016 | Music Advocacy Day, State Capitol |
|---|----------|----------------|-----------------------------------|

APRIL

| | | | |
|---|----------|----------------|---|
| 1 | | April 1, 2016 | DEADLINE: MSM Article |
| 2 | Saturday | April 16, 2016 | DEADLINE: April Meeting Reports Due to MMEA President |
| 3 | Tuesday | April 19, 2016 | DEADLINE: Submit mileage for Board of Directors/Advisory Council Meeting |
| 4 | Saturday | April 23, 2016 | Board of Directors/Advisory Council Meeting 9:00am Tan Tar A |

MAY

| | | | |
|---|----------|--------------|--|
| 1 | Thursday | May 5, 2016 | Finalize Application Review Committee Details |
| 3 | | May 15, 2016 | DEADLINE: Performance Application Audition Committee Information Due |

Comment:
Review Committee Information Due to
MMEA President & Executive Director

Names
Contact Information
Payment Forms
Location of Review

JUNE

| | | | |
|---|-----------|-----------------|--|
| 1 | Wednesday | June 1, 2016 | District Presidents submit District info for Program Book to MMEA President. |
| 2 | Wednesday | June 1, 2016 | Applications for Performance Deadline |
| 3 | | June 1-30, 2016 | Application for Performance – Committee Review Selection (VP's) |

Comment:
MMEA Performance Selection:
Committee Review/Selection
(See P&P Guidelines)

JULY

| | | | |
|---|----------|---------------|--|
| 1 | Friday | July 1, 2016 | DEADLINE: Performing Ensemble Selection Results Due |
| 2 | Friday | July 1, 2016 | Clinic Session Proposals review |
| 3 | Friday | July 1, 2016 | Ground Mail Performance Application Materials to MMEA President (VP's) |
| 4 | Thursday | July 8, 2016 | Proof Ensemble Selections (VP's) |
| 5 | Friday | July 15, 2016 | Notification of Performing Ensemble Selections (President) |

Comment:
Performing Ensemble Results Due
Submit to MMEA President
(president@mmea.net) Submit to
MMEA Executive Director
(excecsec@mmea.net)

Comment:
Notification of Performing Ensembles
The MMEA President is responsible
for the notification of performing

AUGUST

| | | | |
|---|----------|-----------------|---|
| 1 | Monday | August 1, 2016 | DEADLINE: MSM Article |
| | Monday | August 1, 2016 | DEADLINE: Clinic Session Title Form |
| | Monday | August 1, 2016 | DEADLINE: All Session Titles Due |
| 2 | Saturday | August 6, 2016 | DEADLINE: Meeting Reports Due MMEA Pres. |
| 3 | Tuesday | August 9, 2016 | DEADLINE: Submit Mileage for August 13 Meeting |
| 4 | Saturday | August 13, 2016 | Board of Directors/Advisory Council Meeting Confirm Placement of Clinicians and Performing Groups in Schedule slots |

Comment:
MMEA Website
Mileage from (LINK)
*Submit Round-Trip Mileage @.38
per mile

SEPTEMBER

| | | | |
|---|----------|-------------------|--|
| 1 | Thursday | September 1, 2016 | Conference Pre-Session Information Due to MMEA President |
|---|----------|-------------------|--|

Comment:
Pre-Session Information
Clinic Title/s
Clinic Description/s
Clinician/s

OCTOBER

| | | | |
|---|-----------|------------------|---|
| 1 | Saturday | October 1, 2016 | DEADLINE: All Clinic Session Information Due |
| 2 | Saturday | October 1, 2016 | DEADLINE: All Clinician Agreements Due |
| 3 | Saturday | October 1, 2016 | DEADLINE: Lodging Requests |
| 4 | Wednesday | October 19, 2016 | Program Proofing Begins: Clinic/Session/Bio |

Comments:
Session Information Due
Session Title
Session Description
Clinician Bio
Clinician Contact Information
AV Needs

NOVEMBER

| | | | |
|---|---------|-------------------|---|
| 1 | Tuesday | November 1, 2016 | DEADLINE: MSM Article |
| 3 | Friday | November 18, 2016 | Awards: Outstanding/Young Music Educators VP voting. |
| 5 | Monday | November 21, 2016 | DEADLINE: All Clinician Travel Arrangements Submitted |

DECEMBER

| | | | |
|----------|--------|---------------------|---|
| 1 | | December 1-20, 2016 | Conference Program Proofing |
| 2 | Monday | December 12, 2016 | Awards all finalized. Orders submitted. |
| 3 | Friday | December 20, 2016 | DEADLINE: Final Edits Due (Conference Program) |

JANUARY (2017)

| | | | |
|----------|--------------------|---------------------|---|
| 1 | | January 1-10, 2017 | Final confirmation of all conference details |
| 2 | Wednesday-Saturday | January 25-28, 2017 | MMEA CONFERENCE |
| 3 | Wednesday | January 25, 2017 | Select nominees for slate of officers, TBA |
| 4 | Wednesday | January 25, 2017 | BOD Dinner Meeting |
| 5 | Saturday | January 28, 2017 | <ol style="list-style-type: none"> 1. BOD Breakfast Meeting 2. Fourth General Session |

Comments:
 BOD Dinner Meeting
 (All Board of Directors & Advisory Council)
 6:30 pm
 Room 63-64

Comments:
 BOD Breakfast Meeting
 7:30 am
 Room 60

Comments:
 Fourth General Session
 12:00 pm
 Recognize VP and President-Elect & Nominees for slate of officers.

FEBRUARY (2017)

| | | | |
|----------|-----------|---------------------|----------------------------------|
| 1 | Wednesday | February 1, 2017 | DEADLINE: MSM Article Due |
| 2 | | February 1-20, 2017 | Conference Follow-Up |

Comment:
 Conference Follow-Up
 Thank you Notes, etc.



Missouri Music Educators Association

MMEA Vice-President / Advisory Council

TIME LINE

Year 2 2016-2018 Term

FEBRUARY

| | | | |
|---|-----------|-------------------|---|
| 1 | Wednesday | February 1, 2017 | DEADLINE: MSM Article |
| 2 | Monday | February 21, 2017 | DEADLINE: Submit Mileage for February 25 Meeting |
| 3 | Saturday | February 25, 2017 | MMEA VP/Affiliate Work Session (Tan-Tar-A) |

Comment:
9:30 AM – Afternoon (Completed Agenda)
Tan-Tar-A Resort (Room TBA)
Box Lunch Provided
Complete Online Mileage Form

MARCH

| | | | |
|---|--|-----|-----------------------------------|
| 1 | | TBA | Music Advocacy Day, State Capitol |
|---|--|-----|-----------------------------------|

APRIL

| | | | |
|---|----------|----------------|---|
| 1 | Saturday | April 1, 2017 | DEADLINE: MSM Article |
| 1 | Saturday | April 15, 2017 | DEADLINE: April Meeting Reports Due to MMEA President |
| | Tuesday | April 18, 2017 | DEADLINE: Submit mileage for Board of Directors/Advisory Council Meeting |
| 2 | Saturday | April 22, 2017 | Board of Directors/Advisory Council Meeting 9:00am Tan Tar A |

Comment:
MMEA Website
Mileage from (LINK)
*Submit Round-Trip Mileage @.38 per mile

Comment:
Review Committee Information Due to MMEA President & Executive Director

Names
Contact Information
Payment Forms
Location of Review

MAY

| | | | |
|---|--------|--------------|---|
| 1 | Friday | May 5, 2017 | Finalize Application Review Committee Details (VP's) |
| 3 | Monday | May 15, 2017 | DEADLINE: Performance Application Audition Committee Information Due |

JUNE

| | | | |
|---|----------|-----------------|--|
| 1 | Thursday | June 1, 2017 | District Presidents submit District info for Program Book to MMEA President. |
| 2 | Thursday | June 1, 2017 | Applications for Performance Deadline |
| 3 | | June 1-30, 2017 | Application for Performance – Committee Review Selection (VP's) |

Comment:
MMEA Performance Selection: Committee Review/Selection (See P&P Guidelines)

JULY

| | | | |
|---|-----------|---------------|--|
| 1 | Saturday | July 1, 2017 | DEADLINE: Performing Ensemble Selection Results Due |
| 2 | Saturday | July 1, 2017 | Clinic Session Proposals review |
| 3 | Saturday | July 1, 2017 | Ground Mail Performance Application Materials to MMEA President (VP's) |
| 4 | Monday | July 10, 2017 | Proof Ensemble Selections (VP's) |
| 5 | Wednesday | July 15, 2017 | Notification of Performing Ensemble Selections (President) |

Comment:
Performing Ensemble Results Due
Submit to MMEA President
(president@mmea.net) Submit to MMEA
Executive Director

Comment:
Notification of Performing Ensembles
The MMEA President is responsible for
the notification of performing ensembles.

AUGUST

| | | | |
|---|----------|-----------------|---|
| 1 | Tuesday | August 1, 2017 | DEADLINE: MSM Article |
| | Tuesday | August 1, 2017 | DEADLINE: Clinic Session Title Form |
| | Tuesday | August 1, 2017 | DEADLINE: All Session Titles Due |
| 2 | Saturday | August 5, 2017 | DEADLINE: Meeting Reports Due MMEA Pres. |
| 3 | Tuesday | August 8, 2017 | DEADLINE: Submit Mileage for August 19 Meeting |
| 4 | Saturday | August 19, 2017 | Board of Directors/Advisory Council Meeting Confirm Placement of Clinicians and Performing Groups in Schedule slots |

Comment:
MMEA Website
Mileage from (LINK)
*Submit Round-Trip Mileage @.38 per
mile

SEPTEMBER

| | | | |
|---|--------|-------------------|--|
| 1 | Friday | September 1, 2017 | Conference Pre-Session Information Due to MMEA President |
|---|--------|-------------------|--|

Comment:
Pre-Session Information
Clinic Title/s
Clinic Description/s
Clinician/s

OCTOBER

| | | | |
|---|--------|------------------|---|
| 1 | Sunday | October 1, 2017 | DEADLINE: All Clinic Session Information Due |
| | Sunday | October 1, 2017 | DEADLINE: Lodging Requests |
| | Sunday | October 1, 2017 | DEADLINE: All Clinician Agreements Due |
| 2 | Friday | October 19, 2017 | Program Proofing: Clinic/Session/Bio |

Comments:
Session Information Due
Session Title
Session Description
Clinician Bio
Clinician Contact Information
AV Needs

NOVEMBER

| | | | |
|---|-----------|-------------------|---|
| 1 | Wednesday | November 1, 2017 | DEADLINE: MSM Article |
| 3 | Friday | November 17, 2017 | Awards: Outstanding/Young Music Educators VP voting. |
| 5 | Wednesday | November 22, 2017 | DEADLINE: All Clinician Travel Arrangements Submitted |

Comments:
Clinician Contracts Submitted to Paul and
Elaine Swofford.
Communicate all travel arrangements to
Paul and Elaine.

DECEMBER

| | | | |
|---|--------|---------------------|---|
| 1 | | December 1-20, 2017 | Conference Program Proofing |
| 2 | Monday | December 11, 2017 | Awards all finalized. Orders submitted. |
| 3 | Monday | December 18, 2017 | DEADLINE: Final Edits Due (Conference Program) |

JANUARY (2018)

| | | | |
|---|--------------------|---------------------|---|
| 1 | | January 1-10, 2018 | Final confirmation of all conference details |
| 2 | Wednesday-Saturday | January 24-27, 2018 | MMEA CONFERENCE |
| 3 | Wednesday | January 24, 2018 | BOD Dinner Meeting |
| 4 | Saturday | January 27, 2018 | <ol style="list-style-type: none"> 1. BOD Breakfast Meeting. With new officers be prepared to exchange files documents of office. 2. Fourth General Session All out going Vice-Presidents must be in attendance. Introduction of new Vice-Presidents. |

Comments:
BOD Dinner Meeting
(All Board of Directors & Advisory Council)
6:30 pm
Room 63-64

Comments:
BOD Breakfast Meeting
(Incoming & Outgoing VP's & Pres-Elect even years)
7:30 am
Room 60

Comments:
Fourth General Session
12:00 pm
Recognition of Outgoing VP's/Introduction of Incoming VP's & President-Elect (even years)

FEBRUARY (2018)

| | | | |
|---|--------|------------------|----------------------------------|
| 1 | Friday | February 1, 2018 | DEADLINE: MSM Article Due |
| 2 | | February, 2018 | Conference Follow-Up TBA |

Comment:
Conference Follow-Up
Thank you Notes, etc.