



**MMEA Board of Directors
Time Line
2018-2020**

Missouri Music Educators Association

MMEA Vice-President / Advisory Council

TIME LINE

Year 1 2018-2020 Term

FEBRUARY

2	Fri-Sat	February 23/24	MMEA VP Leadership Training (Tan-Tar-A)
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Comment:
MMEA Website
Mileage From (LINK)
*Submit Round-Trip Mileage @.38 per mile

MARCH

1	Thursday	March 15, 2018	Music Advocacy Day, State Capitol
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APRIL

1		April 1, 2018	DEADLINE: MSM Article "Taking Stock"
2	Saturday	April 14, 2018	DEADLINE: April Meeting Reports Due to MMEA President
3	Tuesday	April 17, 2018	DEADLINE: Submit mileage for Board of Directors/Advisory Council Meeting
4	Saturday	April 21, 2018	Board of Directors/Advisory Council Meeting 9:00am Tan Tar A

MAY

1	Thursday	May 3, 2018	Finalize Application Review Committee Details
3		May 15, 2018	DEADLINE: Performance Application Audition Committee Information Due

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

Names
Contact Information
Payment Forms

JUNE

1	Wednesday	June 1, 2018	District Presidents submit District info for Program Book to MMEA President.
2	Wednesday	June 1, 2018	Applications for Performance Deadline
3		June 1-30, 2018	Application for Performance - Committee Review Selection (VPs)

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

JULY

1	Sunday	July 1, 2018	DEADLINE: Performing Ensemble Selection Results Due
2	Sunday	July 1, 2018	Clinic Session Proposals review
3	Sunday	July 1, 2018	Ground Mail Performance Application Materials to MMEA President (VPs)
4	Sunday	July 8, 2018	Proof Ensemble Selections (VPs)
5	Sunday	July 15, 2018	Notification of Performing Ensemble Selections (President)

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

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

AUGUST

1	Wednesday	August 1, 2018	DEADLINE: MSM Article "Drive"
	Wednesday	August 1, 2018	DEADLINE: Clinic Session Title Form
	Wednesday	August 1, 2018	DEADLINE: All Session Titles Due
2	Saturday	August 4, 2018	DEADLINE: Meeting Reports Due MMEA Pres.
3	Tuesday	August 7, 2018	DEADLINE: Submit Mileage for August 11 Meeting
4	Saturday	August 11, 2018	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	Saturday	September 1, 2018	Conference Pre-Session Information Due to MMEA President
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Comment:
Pre-Session Information
Clinic Title/s
Clinic Description/s
Clinician/s

OCTOBER

1	Monday	October 1, 2018	DEADLINE: All Clinic Session Information Due
	Monday	October 15, 2018	DEADLINE: Lodging Requests
2	Friday	October 19, 2018	Program Proofing Begins: Clinic/Session/Bio

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

NOVEMBER

1	Thursday	November 1, 2018	DEADLINE: MSM Article "Appear and Inspire"
4	Thursday	November 1, 2018	DEADLINE: All Clinician Agreements-Contract Due
3	Sunday	November 18, 2018	Awards: Outstanding/Young Music Educators VP voting.
5	Wednesday	November 21, 2018	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, 2018	Conference Program Proofing
2	Wednesday	December 12, 2018	Awards all finalized. Orders submitted.
3	Thursday	December 20, 2018	DEADLINE: Final Edits Due (Conference Program)

JANUARY (2019)

1		January 1-10, 2019	Final confirmation of all conference details
2	Wednesday-Saturday	January 23-26, 2019	MMEA CONFERENCE "Appear and Inspire"
3	Wednesday	January 25, 2019	Select nominees for slate of officers, TBA
4	Wednesday	January 25, 2019	BOD Dinner Meeting
5	Saturday	January 26, 2019	<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 (2019)

1	Friday	February 1, 2019	DEADLINE: MSM Article Due "Advocacy"
2		February 1-20, 2019	Conference Follow-Up

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



Missouri Music Educators Association

MMEA Vice-President / Advisory Council

TIME LINE

Year 2 2018-2020 Term

FEBRUARY

1	Friday	February 1, 2019	DEADLINE: MSM Article "Advocacy"
2	Monday	February 18, 2019	DEADLINE: Submit Mileage for February 23 Meeting
3	Saturday	February 23, 2019	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
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APRIL

1	Monday	April 1, 2019	DEADLINE: MSM Article "I'm Lovin' it"
1	Saturday	April 6, 2019	DEADLINE: April Meeting Reports Due to MMEA President
	Tuesday	April 9, 2019	DEADLINE: Submit mileage for Board of Directors/Advisory Council Meeting
2	Saturday	April 13, 2019	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	Sunday	May 5, 2019	Finalize Application Review Committee Details (VP's)
3	Wednesday	May 15, 2019	DEADLINE: Performance Application Audition Committee Information Due

JUNE

1	Saturday	June 1, 2019	District Presidents submit District info for Program Book to MMEA President.
2	Saturday	June 1, 2019	Applications for Performance Deadline
3		June 1-30, 2019	Application for Performance – Committee Review Selection (VP's)

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

JULY

1	Monday	July 1, 2019	DEADLINE: Performing Ensemble Selection Results Due
2	Monday	July 1, 2019	Clinic Session Proposals review
3	Monday	July 1, 2019	Ground Mail Performance Application Materials to MMEA President (VPs)
4	Wednesday	July 10, 2019	Proof Ensemble Selections (VPs)
5	Monday	July 15, 2019	Notification of Performing Ensemble Selections (President)

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

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

AUGUST

1	Thursday	August 1, 2019	DEADLINE: MSM Article "Preparation"
	Thursday	August 1, 2019	DEADLINE: Clinic Session Title Form
	Thursday	August 1, 2019	DEADLINE: All Session Titles Due
2	Saturday	August 3, 2019	DEADLINE: Meeting Reports Due MMEA Pres.
3	Tuesday	August 6, 2019	DEADLINE: Submit Mileage for August 10 Meeting
4	Saturday	August 10, 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

SEPTEMBER

1	Sunday	September 1, 2019	Conference Pre-Session Information Due to MMEA President
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Comment:
Pre-Session Information
Clinic Title/s
Clinic Description/s
Clinician/s

OCTOBER

1	Tuesday	October 1, 2019	DEADLINE: All Clinic Session Information Due
	Tuesday	October 15, 2019	DEADLINE: Lodging Requests
2	Saturday	October 19, 2019	Program Proofing: Clinic/Session/Bio

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

NOVEMBER

1	Friday	November 1, 2019	DEADLINE: MSM Article Conference Issue
4	Friday	November 1, 2019	DEADLINE: All Clinician Agreements-Contract Due
3	Sunday	November 17, 2019	Awards: Outstanding/Young Music Educators VP voting.
5	Friday	November 22, 2019	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, 2019	Conference Program Proofing
2	Wednesday	December 11, 2019	Awards all finalized. Orders submitted.
3	Wednesday	December 18, 2019	DEADLINE: Final Edits Due (Conference Program)

JANUARY (2020)

1		January 1-10, 2020	Final confirmation of all conference details
2	Wednesday-Saturday	January 22-25, 2020	MMEA CONFERENCE
3	Wednesday	January 22, 2020	BOD Dinner Meeting
4	Saturday	January 25, 2020	<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 outgoing 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 (2020)

1	Saturday	February 1, 2020	DEADLINE: MSM Article Due
2		February, 2020	Conference Follow-Up TBA

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