



**MMEA Board of Directors
Time Line
2020-2022**

Missouri Music Educators Association

MMEA Vice-President / Advisory Council

TIME LINE

Year 1 2020-2022 Term

FEBRUARY

	Fri-Sat	February 21/22	MMEA VP Leadership Training (Tan-Tar-A)
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Comment:
MMEA Website
Mileage From (LINK)
*Submit Round-Trip Mileage @.38 per mile

APRIL

	Wednesday	April 1, 2020	DEADLINE: MSM Article "Improvise"
	Monday	April 6, 2020	DEADLINE: April Meeting Reports Due to MMEA President
	Tuesday	April 7, 2020	DEADLINE: Submit mileage for Board of Directors/Advisory Council Meeting
	Saturday	April 18, 2020	Board of Directors/Advisory Council Meeting 9:00am Tan Tar A

MAY

	Saturday	May 9, 2020	Finalize Application Review Committee Details
	Saturday	May 16, 2020	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

	Monday	June 1, 2020	District Presidents submit District info for Program Book to MMEA President.
	Monday	June 1, 2020	Applications for Performance Deadline
		June 1-30, 2020	Application for Performance - Committee Review Selection (VPs)

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

JULY

	Wednesday	July 1, 2020	DEADLINE: Performing Ensemble Selection Results Due
	Wednesday	July 1, 2020	Clinic Session Proposals review
	Wednesday	July 1, 2020	Ground Mail Performance Application Materials to MMEA President (VPs)
	Wednesday	July 8, 2020	Proof Ensemble Selections (VPs)
	Thursday	July 15, 2020	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

	Saturday	August 1, 2020	DEADLINE: MSM Article "Communication"
	Saturday	August 1, 2020	DEADLINE: Clinic Session Title Form
	Saturday	August 1, 2020	DEADLINE: All Session Titles Due
	Saturday	August 8, 2020	DEADLINE: Meeting Reports Due MMEA Pres.
	Tuesday	August 11, 2020	DEADLINE: Submit Mileage for August 11 Meeting
	Saturday	August 15, 2020	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

	Tuesday	September 1, 2020	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

	Thursday	October 1, 2020	DEADLINE: All Clinic Session Information Due
	Tuesday	October 15, 2020	DEADLINE: Lodging Requests
	Friday	October 18, 2020	Program Proofing Begins: Clinic/Session/Bio

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

NOVEMBER

	Sunday	November 1, 2020	DEADLINE: MSM Article Conference Theme
	Sunday	November 1, 2020	DEADLINE: All Clinician Agreements-Contract Due
	Saturday	November 21, 2020	Awards: Outstanding/Young Music Educators VP voting.
	Saturday	November 21, 2020	DEADLINE: All Clinician Travel Arrangements Submitted

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

DECEMBER

		December 1-20, 2020	Conference Program Proofing
	Wednesday	December 16, 2020	Awards all finalized. Orders submitted.
	Monday	December 21, 2020	DEADLINE: Final Edits Due (Conference Program)

JANUARY (2021)

		January 1-10, 2021	Final confirmation of all conference details
	Wednesday-Saturday	January 27-30, 2021	MMEA CONFERENCE
	Wednesday	January 27, 2021	Select nominees for slate of officers, TBA
	Wednesday	January 27, 2021	BOD Dinner Meeting
	Saturday	January 30, 2021	<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.



Missouri Music Educators Association

MMEA Vice-President / Advisory Council

TIME LINE

Year 2 2020-2022 Term

FEBRUARY

	Friday	February 1, 2021	DEADLINE: MSM Article "Advocacy"
	Monday	February 15, 2021	DEADLINE: Submit Mileage for February 20 Meeting
	Saturday	February 20, 2021	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

APRIL

	Monday	April 1, 2021	DEADLINE: MSM Article "Cadenza"
	Saturday	April 10, 2021	DEADLINE: April Meeting Reports Due to MMEA President
	Tuesday	April 13, 2021	DEADLINE: Submit mileage for Board of Directors/Advisory Council Meeting
	Saturday	April 17, 2021	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

	Sunday	May 9, 2021	Finalize Application Review Committee Details (VP's)
	Wednesday	May 19, 2021	DEADLINE: Performance Application Audition Committee Information Due

JUNE

	Tuesday	June 1, 2021	District Presidents submit District info for Program Book to MMEA President.
	Tuesday	June 1, 2021	Applications for Performance Deadline
		June 1-30, 2019	Application for Performance – Committee Review Selection (VP's)

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

JULY

	Thursday	July 1, 2021	DEADLINE: Performing Ensemble Selection Results Due
	Thursday	July 1, 2021	Clinic Session Proposals review
	Thursday	July 1, 2021	Ground Mail Performance Application Materials to MMEA President (VPs)
	Wednesday	July 7, 2021	Proof Ensemble Selections (VPs)
	Thursday	July 15, 2021	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

	Sunday	August 1, 2021	DEADLINE: MSM Article "Inspiration"
	Sunday	August 1, 2021	DEADLINE: Clinic Session Title Form
	Sunday	August 1, 2021	DEADLINE: All Session Titles Due
	Saturday	August 9, 2021	DEADLINE: Meeting Reports Due MMEA Pres.
	Tuesday	August 10, 2021	DEADLINE: Submit Mileage for August 10 Meeting
	Saturday	August 14, 2021	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

	Wednesday	September 1, 2021	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

	Friday	October 1, 2021	DEADLINE: All Clinic Session Information Due
	Friday	October 15, 2021	DEADLINE: Lodging Requests
	Saturday	October , 16 2021	Program Proofing: Clinic/Session/Bio

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

NOVEMBER

	Monday	November 1, 2021	DEADLINE: MSM Article Conference Issue
	Monday	November 1, 2021	DEADLINE: All Clinician Agreements-Contract Due
	Sunday	November 14, 2021	Awards: Outstanding/Young Music Educators VP voting.
	Friday	November 19, 2021	DEADLINE: All Clinician Travel Arrangements Submitted

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

DECEMBER

		December 1-20, 2021	Conference Program Proofing
	Wednesday	December 15, 2021	Awards all finalized. Orders submitted.
	Wednesday	December 22, 2021	DEADLINE: Final Edits Due (Conference Program)

JANUARY (2020)

		January 1-10, 2022	Final confirmation of all conference details
	Wednesday-Saturday	January 26-29, 2022	MMEA CONFERENCE
	Wednesday	January 26, 2022	BOD Dinner Meeting
	Saturday	January 29, 2022	<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 (2022)

	Tuesday	February 1, 2022	DEADLINE: MSM Article Due
		February, 2022	Conference Follow-Up TBA

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