



# **MMEA Board of Directors Timeline 2024-2026**

# Missouri Music Educators Association

MMEA Vice-President (VP) / District President (DP) / Advisory Council (AC)

## TIMELINE

2024-2026 Term (YEAR 1)

### Year 1

#### FEBRUARY (2024)

- February 16 & 17, 2024
  - MMEA VP Leadership Training (Tan-Tar-A) (VP)

#### MARCH

- March 1, 2024
  - (Optional) Lodging Request for April 20th BOD Meeting (VP, DP, AC)

#### APRIL

- April 1, 2024
  - DEADLINE: MSM Article, Theme - TBA (VP, AC)
  - DEADLINE: Submit Meeting Report Form on MMEA Website (VP, DP, AC)
  - DEADLINE: Submit Meeting mileage on MMEA Website (VP, DP, AC)
- April 20, 2024
  - Board of Directors / Advisory Council Meeting - 9:00am (Tan-Tar-A) (VP, DP, AC)

#### MAY

- May 1, 2024
  - Finalize Application Recommendation Panel Details (VP)
- May 15, 2024
  - DEADLINE: Performance Ensemble Recommendation Panel Information Due (VP)

#### JUNE

- June 1, 2024
  - DEADLINE: Submit District info for Conference Program on MMEA Website (DP)
  - DEADLINE: Application for Performance
- June 1-30, 2024
  - Application for Performance - Committee Review Selection (VP)

## **JULY**

- July 1, 2024
  - DEADLINE: Performing Ensemble Selection Results Due (VP)
  - Clinic Session Proposal review (VP, AC)
  - (Optional) Lodging Request for August 17th BOD Meeting (VP, DP, AC)
- July 1-10, 2024
  - Proof Ensemble Selections (VP)
- July 15, 2024
  - Notification of Performing Ensemble Selections (President)

## **AUGUST**

- August 1, 2024
  - DEADLINE: MSM Article, Theme - TBA (VP, DP, AC)
  - DEADLINE: Submit Meeting Report Form on MMEA Website (VP, DP, AC)
  - DEADLINE: Submit Meeting mileage on MMEA Website (VP, DP, AC)
  - DEADLINE: Submit Clinic Session Title Form on MMEA Website (VP, AC)
- August 17, 2024
  - Board of Directors / Advisory Council Meeting - 9:00am (Tan-Tar-A) (VP, DP, AC)
  - Conference Schedule BOD Reveal - Confirm Details (VP, AC)

## **SEPTEMBER**

- September 1, 2024
  - Conference Pre-Session Information Due to MMEA President
  - DEADLINE: Conference Lodging Requests due on MMEA Website (VP, DP, AC)
- September 15, 2024
  - DEADLINE: All Clinician Contract/Agreements Due (VP, AC)

## **OCTOBER**

- October 1, 2024
  - DEADLINE: Submit Clinic/Session Information Form on MMEA Website (VP, AC)
- October 15, 2024
  - Program Proofing Begins: Clinic/Session/Bio

## **NOVEMBER**

- November 1, 2024
  - DEADLINE: MSM Article, Theme - Conference Theme (VP, AC)
  - DEADLINE: All Clinician Travel Arrangements Submitted (VP, AC)
- November 15, 2024
  - Awards: Outstanding/Young Music Educators voting (VP)

## **DECEMBER**

- December 1-20, 2024
  - Conference Program Proofing
- December 15, 2024
  - DEADLINE: Submit Clinic/Session Promo Video on MMEA Website (VP, AC)
  - Awards all finalized. Orders submitted.
- December 19, 2024
  - DEADLINE: Final Edits Due (Conference Program)

## **JANUARY (2025)**

- January 1-10, 2025
  - Final confirmation of all conference details
- January 10, 2025
  - DEADLINE: Submit Clinic/Session Handouts on MMEA Website (VP, AC)
- January 15, 2025
  - (Optional) Lodging Request for February VP Meeting (VP)
- January 27-February 1, 2025
  - 87th Annual MMEA In-Service/Workshop & Conference (Tan-Tar-A) (VP, DP, AC)
- January 29, 2025
  - Select nominees for slate of officers, TBA (VP)
  - BOD Dinner Meeting (VP, DP, AC)
- February 1, 2025
  - BOD Breakfast Meeting (VP)
  - General Session (VP)

# Missouri Music Educators Association

MMEA Vice-President (VP) / District President (DP) / Advisory Council (AC)

## TIMELINE

2024-2026 Term (YEAR 2)

### Year 2

#### FEBRUARY (2025)

- February 1, 2025
  - DEADLINE: MSM Article, Theme - TBA (VP, DP, AC)
  - DEADLINE: Submit Meeting Report Form on MMEA Website (VP, DP, AC)
  - DEADLINE: Submit Meeting mileage on MMEA Website (VP, DP, AC)
- February 21-22, 2025
  - MMEA VP Work Session (Tan-Tar-A) (VP)

#### MARCH

- March 1, 2025
  - (Optional) Lodging Request for April 12th BOD Meeting (VP, DP, AC)

#### APRIL

- April 1, 2025
  - DEADLINE: MSM Article, Theme - TBA (VP, AC)
  - DEADLINE: Submit Meeting Report Form on MMEA Website (VP, DP, AC)
  - DEADLINE: Submit Meeting mileage on MMEA Website (VP, DP, AC)
- April 12, 2025
  - Board of Directors / Advisory Council Meeting - 9:00am (Tan-Tar-A) (VP, DP, AC)

#### MAY

- May 1, 2025
  - Finalize Application Recommendation Panel Details (VP)
- May 15, 2025
  - DEADLINE: Performance Ensemble Recommendation Panel Information Due (VP)

## **JUNE**

- June 1, 2025
  - DEADLINE: Submit District info for Conference Program on MMEA Website (DP)
  - DEADLINE: Application for Performance
- June 1-30, 2025
  - Application for Performance - Committee Review Selection (VP)

## **JULY**

- July 1, 2025
  - DEADLINE: Performing Ensemble Selection Results Due (VP)
  - Clinic Session Proposal review (VP, AC)
  - (Optional) Lodging Request for August 16th BOD Meeting (VP, DP, AC)
- July 1-10, 2025
  - Proof Ensemble Selections (VP)
- July 15, 2025
  - Notification of Performing Ensemble Selections (President)

## **AUGUST**

- August 1, 2025
  - DEADLINE: MSM Article, Theme - TBA (VP, DP, AC)
  - DEADLINE: Submit Meeting Report Form on MMEA Website (VP, DP, AC)
  - DEADLINE: Submit Meeting mileage on MMEA Website (VP, DP, AC)
  - DEADLINE: Submit Clinic Session Title Form on MMEA Website (VP, AC)
- August 16, 2025
  - Board of Directors / Advisory Council Meeting - 9:00am (Tan-Tar-A) (VP, DP, AC)
  - Conference Schedule BOD Reveal - Confirm Details (VP, AC)

## **SEPTEMBER**

- September 1, 2025
  - Conference Pre-Session Information Due to MMEA President
  - DEADLINE: Conference Lodging Requests due on MMEA Website (VP, DP, AC)
- September 15, 2025
  - DEADLINE: All Clinician Contract/Agreements Due (VP, AC)

## **OCTOBER**

- October 1, 2025
  - DEADLINE: Submit Clinic/Session Information Form on MMEA Website (VP, AC)
- October 15, 2025
  - Program Proofing Begins: Clinic/Session/Bio

## **NOVEMBER**

- November 1, 2025
  - DEADLINE: MSM Article, Theme - Conference Theme (VP, AC)
  - DEADLINE: All Clinician Travel Arrangements Submitted (VP, AC)
- November 15, 2025
  - Awards: Outstanding/Young Music Educators voting (VP)

## **DECEMBER**

- December 1-20, 2025
  - Conference Program Proofing
- December 15, 2025
  - DEADLINE: Submit Clinic/Session Promo Video on MMEA Website (VP, AC)
  - Awards all finalized. Orders submitted.
- December 19, 2025
  - DEADLINE: Final Edits Due (Conference Program)

## **JANUARY (2026)**

- January 1-10, 2026
  - Final confirmation of all conference details
- January 10, 2026
  - DEADLINE: Submit Clinic/Session Handouts on MMEA Website (VP, AC)
- January 15, 2026
  - (Optional) Lodging Request for February VP Meeting (VP)
- January 26-31, 2026
  - 88th Annual MMEA In-Service/Workshop & Conference (Tan-Tar-A) (VP, DP, AC)
- January 28, 2026
  - BOD Dinner Meeting (VP, DP, AC)
- January 31, 2026
  - BOD Breakfast Meeting, with new officers, Exchange files of the office (VP)
  - General Session, Outgoing VPs acknowledged, Incoming VPs introduced (VP)

## **FEBRUARY (2026)**

- February 1, 2026 (Thursday)
  - DEADLINE: MSM Article, Theme - TBA
- February, 2026
  - Conference Follow-Up TBA