



2009-2010 Planning Calendar

South Dakota College Personnel Association & American College Personnel Association

May	Annual committee reports due May 1 st	Committee Chairs
	<i>ACPA Developments deadline</i>	<i>Secretary</i>
	• <i>News from the state division to director</i>	
	<i>ACPA deadline for reimbursement for grants</i>	<i>President-Elect</i>
	• <i>Speaker and enhancement grants</i>	
	<i>ACPA Annual Survey – State Divisions</i>	<i>President</i>
June	Send SDCPA information to archives	Past President
	• Information to send includes: board list, meeting agendas, minutes, conference materials, membership list, directory and committee list, budget and budget reports, award winners and scholarship recipients, by-laws, mission statement, newsletter and pictures.	
	SDCPA conference site selection	President
	• Next conference cycle (two year cycle)	
	• Rotate cycle (east river , west river, central)	
	SDCPA membership renewal mailing	Treasurer
July	SDCPA planning retreat	President/President Elect
	• Current, returning and new board members	
	• New board terms begin officially during the retreat	
	SDCPA summer newsletter submission deadline of July 30 th	Secretary/Board
	SDCPA conference planning team meeting	Pres/Pres Elect/Past Pres
	• Begin planning for upcoming conference	
	<i>ACPA Summer Leadership Meeting</i>	<i>President/President Elect</i>
	<i>ACPA update of newly elected officers</i>	<i>President</i>
	SDCPA summer newsletter mailing	Secretary
	• Includes information about new board and conference	
August	SDCPA Call for Programs & Grad Proposals for upcoming conference	President Elect
	• Newsletter, email and letter	
	Second call for programs for Student Leadership Conference	Conference Chairperson
	<i>ACPA Developments deadline</i>	<i>Secretary</i>
	• <i>News from state divisions to director</i>	
September	Committees should hold meetings	Committee Chairs
	SDCPA membership renewal reminder	Treasurer
	Save date reminder for SDCPA Mid-Winter Conference	Conference Chair/Committee
	SDCPA contact and update campus liaison list	President
	Update SDCPA website and online directory	Secretary
	Committee budget requests due to Treasurer by September 30 th	Committee Chairs

(SDCPA information is not italicized; ACPA information is italicized)



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	Committee annual goals due to President by September 30 th	Committee Chairs
	Student Leadership Conference	Conference Chairperson
	<ul style="list-style-type: none"> • Registration deadline • Breakout presenters selected/finalized 	
October	SDCPA Conference Notification	President Elect
	<ul style="list-style-type: none"> • Insert in newsletter • Push for programs 	
	SDCPA fall newsletter submission deadline of October 15 th	Secretary/Board
	Budget must be approved	Treasurer/Board
	<ul style="list-style-type: none"> • Treasurer submits proposed budget by October 15th • Board approves budget by October 30th 	
	SDCPA nominations for elections and awards	Past President
	<ul style="list-style-type: none"> • Officer elections • Boesen and Merrigan awards • Graduate award 	
	Email reminder for Call for Proposals for Mid-Winter Conference	Conference Chair/Committee
	Student Leadership Conference	Conference Host Institution
	<i>ACPA speaker and enhancement grant deadline for fall semester</i>	<i>President</i>
	<i>Request for space for ancillary event</i>	<i>President/President Elect</i>
	<i>State events at ACPA annual conference</i>	
	<i>ACPA – Affirmative Action and Strategic Plan</i>	<i>President/Board</i>
	<i>Updates due to ACPA and DSID</i>	
	<i>ACPA – Submit financial disclosure form</i>	<i>President/Treasurer</i>
	<i>Submit to DSID</i>	
November	SDCPA fall newsletter posted on website – link emailed to membership	Secretary
	<ul style="list-style-type: none"> • Includes conference info and registration 	
	SDCPA Conference registration mailed (emailed)	President Elect
	<i>ACPA Developments deadline</i>	<i>Secretary</i>
	<ul style="list-style-type: none"> • <i>News from state division to director</i> 	
	<i>Showcase program proposals due for ACPA Conference</i>	<i>President/President Elect</i>
	<ul style="list-style-type: none"> • <i>Submit to DSID</i> 	
	Call for election nominations due December 1 st	Past President
	Call for Association awards and scholarships due December 1 st	Past President

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December	SDCPA ballots mailed	Past President
	<ul style="list-style-type: none"> • January 1st deadline, put online • Announced at Annual Meeting (Mid-winter Conference) 	
	<i>Nominations for ACPA awards</i>	<i>Past President</i>
	<ul style="list-style-type: none"> • <i>Submit to DSID</i> <ul style="list-style-type: none"> ○ <i>Membership recruitment and retention</i> ○ <i>Outstanding state division</i> ○ <i>Outstanding state division leader</i> ○ <i>Innovation award</i> 	
January	SDCPA Conference reminder	President Elect
	<ul style="list-style-type: none"> • Send emails to members and campus liaisons 	
	<i>ACPA speaker and enhancement grants for spring semester due</i>	<i>President Elect</i>
	<i>ACPA state/international awards</i>	<i>Past President</i>
	<ul style="list-style-type: none"> • Winners to the ACPA awards coordinator 	
	Get traveling membership plaque from institution	Past President
	Order Outgoing Past President plaque	President
February	Update website	Secretary
	Submit conference reports to President by January 30 th	Committee Chairs
	SDCPA Conference	President Elect
	SDCPA Board Meeting held at conference	President/Board
	SDCPA annual membership meeting held at conference	President/Members
	<ul style="list-style-type: none"> • Committee chairs provide reports • Selection of Student Leadership Conference site/chairperson 	
ACPA Developments deadline	Secretary	
<ul style="list-style-type: none"> • News from state division to director 		
ACPA Summer Leadership Conference registration reminder to Pres-Elect		
March	<i>Submit updated board list to ACPA</i>	<i>Past President</i>
	<ul style="list-style-type: none"> • <i>Send name, address and contact info of Board</i> 	
	SDCPA spring newsletter submission deadline March 15 th	Secretary/Board
	Student Leadership Conference Planning	Conference Chairperson
	<ul style="list-style-type: none"> • Select date and keynote speaker • First call for programs for Student Leadership Conference 	Conference Chairperson
<i>ACPA National Conference</i>	<i>Pres/Pres Elect/Past Pres</i>	
<ul style="list-style-type: none"> • <i>State division awards</i> • <i>Awards luncheon</i> • <i>Convention carnival</i> • <i>Past and current president's breakfast</i> • <i>Annual business meeting</i> 		

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April

Prepare for SDCPA annual board retreat

Pres/Pres Elect/Past Pres

Information about Student Leadership Conference mailed to school campuses

Conference Chairperson

SDCPA spring newsletter posted on website – email link to membership

Secretary

- Includes conference highlights