

2018

Binghamton Section 205 Annual Key Task Planning Calendar

Notes: - Dinner Meetings – 3rd Thursday Each Scheduled Month

- Executive Meetings – 1st Thursday Each Scheduled Month

- **Revision 1/1/2018**

- **Changes in BLUE Type**

JANUARY

- Executive Committee Meeting 1/4
- Dinner Meeting 1/18
- Input to next GBCC Newsletter & Website (Verify Meeting Notice)
- Audit Year End Financial Report
- Install New Section Officers
- Update All Contact Lists
- Renew GBCC Membership
- Start Paul Robert Award Process

FEBRUARY

- Executive Committee Meeting 2/1
- Dinner Meeting 2/15
- Input to next GBCC Newsletter & Website (Verify Meeting Notice)
- Complete & Approve Financial Audit
- Submit to Year-End Financials to National
- Submit Candidates-Paul A. Robert

MARCH

- Executive Committee Meeting 3/1
- Dinner Meeting 3/15
- Input to next GBCC Newsletter & Website (Verify Meeting Notice)
- Approve Paul A. Robert Winner

APRIL

- Executive Committee Meeting 4/5
- Dinner Meeting 4/19
- Input to next GBCC Newsletter & Website (Verify Meeting Notice)
- Submit Quarterly Financial Report to National
- **Quality Day Conference 4/21**
- Present Paul A. Robert Award
- Status of International Students

MAY

- Executive Committee Meeting 5/3
- Dinner Meeting 5/17
- Input to next GBCC Newsletter & Website (Verify Meeting Notice)
- Discuss Agenda for June Planning Meeting

JUNE

- Executive Committee Meeting 6/7
- Mid-Year Planning Meeting 6/21
 - Review Improvement Projects
 - Review Section Opportunities
- Input to next GBCC Newsletter & Website
- Renew Laptop Internet Security Software Protection by 7/1/2018

JULY

- **Planning** Committee Meeting-7/5
- **NO DINNER MEETING**
- Input GBCC Newsletter/Website
- Start Planning Next Year's Dinner Meetings
- Submit Quarterly Financial Report to National by 7/31
- Begin Officer Identification

AUGUST

- Planning Committee Meeting - 8/2
- **NO DINNER MEETING**
- Input to GBCC Newsletter/Website
- Send September Meeting Notice
- Finalize 2019 Meeting Schedule
- Reserve JC Dunkin Donuts Meeting Room for Balance of Year
- Reserve dinner Meeting venue Through End of Year
- **Begin Selection of Officers**
- Register for Sept. GBCC Expo

SEPTEMBER

- Executive Committee Meeting 9/6
- Dinner Meeting 9/20
- Input to next GBCC Newsletter & Website (Verify Meeting Notice)
- New Member Drive
- Complete Next Year's Dinner Meeting Calendar
- Finalize Selection of Officers
- Support GBCC Business Expo
- Plan for Regional Conference

OCTOBER

- Executive Committee Meeting 10/4
 - **Approve Officers at EC Meeting**
- Dinner Meeting 10/18
- Input to next GBCC Newsletter & Website (Verify Meeting Notice)
- Submit Quarterly Financial Report to National
- Finalize Regional Conference Participation & Support
- Section Input To Regional Conf.
- Plan Holiday Dinner Meeting
- Set Date For Spring Conference

NOVEMBER

- Submit Officers to National by 11/1
- Executive Committee Meeting 11/1
- Dinner Meeting 11/15
- Input to next GBCC Newsletter & Website (Verify Meeting Notice)
- Regional Conference
- Publicize Next Year Dinner Mtg's
- Input to Next Year's SMP/Budget
- Initial Spring Conference Plan

DECEMBER

- Executive Committee Meeting 12/6
- Holiday Celebration 12/20
- Input to next GBCC Newsletter & Website (Verify Meeting Notice)
- Send Officer List To National
- Approve Next Year Budget/SMP
- Submit Budget To National Mid-Dec
- Submit "Business Plan" To National
- Reserve Dunkin Donuts Meeting Room Through June of Next Year
- Reserve Dinner Meeting Venue Through June of Next Year