<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JANUARY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January, week one/two</td>
<td>Plan of Work submitted to board</td>
<td>Committees, CIs, Board</td>
</tr>
<tr>
<td>January, week one/two</td>
<td>Membership renewals</td>
<td>ALL, reminders sent by Membership committee</td>
</tr>
<tr>
<td>January, week three/four</td>
<td>Board meeting- (reports due 7-10 days prior)</td>
<td>Board, Committee Chairs, CI council Chair, ALL welcome to attend</td>
</tr>
<tr>
<td><strong>FEBRUARY</strong></td>
<td></td>
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<tr>
<td>February, week one</td>
<td>MO Library Advocacy Day</td>
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<tr>
<td>February, week two</td>
<td>Conference Stakeholder Meeting</td>
<td>Conference chairs &amp; stakeholders</td>
</tr>
<tr>
<td>February</td>
<td>Follow up membership welcome letters/ renewal reminders</td>
<td>Membership committee</td>
</tr>
<tr>
<td><strong>MARCH</strong></td>
<td></td>
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<tr>
<td>March</td>
<td>Spring Membership Drive</td>
<td>Membership Committee</td>
</tr>
<tr>
<td><strong>APRIL</strong></td>
<td></td>
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<tr>
<td>April, week three</td>
<td>Board meeting- (reports due 7-10 days prior)</td>
<td>Board, Committee Chairs, CI council Chair, ALL welcome to attend</td>
</tr>
<tr>
<td>April</td>
<td>Awards advertised/ announced</td>
<td>Awards committee</td>
</tr>
<tr>
<td><strong>MAY</strong></td>
<td></td>
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<tr>
<td>May, week two</td>
<td>Conference Stakeholder Meeting</td>
<td>Conference chairs &amp; stakeholders</td>
</tr>
<tr>
<td>May</td>
<td>Awards advertised/ announced</td>
<td>Awards committee</td>
</tr>
<tr>
<td><strong>JUNE</strong></td>
<td></td>
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<tr>
<td>June, week four</td>
<td>Annual plans - mid year review</td>
<td>Committees, CIs, &amp; Board</td>
</tr>
<tr>
<td>June</td>
<td>Awards advertised/ announced</td>
<td>Awards committee</td>
</tr>
<tr>
<td><strong>JULY</strong></td>
<td></td>
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<tr>
<td>July 1st</td>
<td>Awards nomination deadlines</td>
<td>Awards committee</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Affected Parties</td>
</tr>
<tr>
<td>-----------------------</td>
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<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>July 1st</td>
<td>Conference Proposals open</td>
<td>ALL Members</td>
</tr>
<tr>
<td>July 1st</td>
<td>Conference funding requests</td>
<td>Committees &amp; Communities of Interest</td>
</tr>
<tr>
<td>July 1st</td>
<td>Conference Early Bird registration opens</td>
<td>ALL Members</td>
</tr>
<tr>
<td>July, week three</td>
<td>Board meeting- (reports due 7-10 days prior)</td>
<td>Board, Committee Chairs, CI council Chair, ALL welcome to attend</td>
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<tr>
<td>AUGUST</td>
<td></td>
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<tr>
<td>August</td>
<td>Call for Volunteers</td>
<td>President Elect</td>
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<tr>
<td>SEPTEMBER</td>
<td></td>
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<tr>
<td>September</td>
<td>Call for Volunteers</td>
<td>President Elect</td>
</tr>
<tr>
<td>September</td>
<td>Prepare draft budget</td>
<td>Budget &amp; Finance Committee</td>
</tr>
<tr>
<td>OCTOBER</td>
<td></td>
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<tr>
<td>Oct, week one or two</td>
<td>Annual Conference</td>
<td>ALL Members</td>
</tr>
<tr>
<td>October - Tues of Conference</td>
<td>Board meeting- (reports due 7-10 days prior)</td>
<td>Board, Committee Chairs, CI council Chair</td>
</tr>
<tr>
<td>October - Thurs of conference (Membership meeting)</td>
<td>Board meeting- Membership Meeting</td>
<td>Board, Committee Chairs, CI council Chair, ALL welcome to attend</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td></td>
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<tr>
<td>November 1st</td>
<td>Funding requests (non-conference)</td>
<td>Communities of Interest, Committee Chairs, Board Members</td>
</tr>
<tr>
<td>November, week one or two</td>
<td>Finalize Committees &amp; CI leadership</td>
<td>President Elect</td>
</tr>
<tr>
<td>November, week one and two</td>
<td>Finalize MLA budget</td>
<td>Budget &amp; Finance Committee</td>
</tr>
<tr>
<td>November, week three, four, or five</td>
<td>Board meeting- (reports due 7-10 days prior) Budget meeting/approve new chairs &amp; committees</td>
<td>Budget &amp; Finance Committee, Board, Committee Chairs, CI council Chair, ALL welcome to attend</td>
</tr>
<tr>
<td>DECEMBER</td>
<td></td>
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</tr>
<tr>
<td>December 15th</td>
<td>Annual Reports &amp; Plan of Work for next year</td>
<td>Communities of Interest, Committee Chairs, Board Members</td>
</tr>
<tr>
<td>December 31st</td>
<td>Renew MLA membership for next year</td>
<td>ALL</td>
</tr>
</tbody>
</table>