

ALL MONTHLY PLANNING GUIDELINES

July	Plan picnic July 15 – APB input deadline for August, September, October
August	Mail picnic flyer Mail APB and publish online version of APB
September	Event: picnic
October	Mail holiday party flyer October 15 – APB input deadline for November, December, January
November	Mail APB and publish online version of APB Reserve ballroom for Annual Meeting Announce weather cancellation policy at lecture
December	Mail lecture schedule January – July Appoint AWOL (Week of Learning) Chair Event: holiday party Begin planning Annual Meeting
January	AWOL Committee starts planning Prepare notice of “Elections for ALL Board” for the APB Jan. 15 – APB input deadline for February, March, April
February	Mail APB and publish online version of APB Plan annual meeting Nominating committee starts – Past President is chair
March	Review Operations Manual
April	AWOL Mailing Finance Committee works on budget Prepare nominations to be published in the APB April 15 – APB input deadline for May, June, July
May	Mail APB and publish online version of APB Budget approved by board Mail annual meeting notice, slate of officers, and budget 30 days prior to meeting Plan winter holiday event
June	Mail lecture schedule July – December Event: Annual Meeting, Election of Officers Event: ALL Week of Learning

Every effort should be made to coordinate mailings for APB, classes, day trips, special events, etc., and they should be distributed at lectures whenever possible to reduce mailing costs.

2/2018