

# 2009-2010 Calendar of Events

Month	Date	Year	Event	Committee
July	16	2009	<b>Summer Planning Meeting - Management Team</b>	
			<b>Boar's Head Inn - Charlottesville</b>	
August	17	2009	Vendor member and sponsorship mailing sent out	Vendors
August	24	2009	Individual membership drive opens	Members
August	28	2009	Directors finalize Continuing Ed Seminar and plans for Fall Conference - need detailed agenda, description, and speakers bios	Cont. Ed/Fall Conf
September	9	2009	President approves final plans for Fall Conference	President
September	14	2009	Fall Conference registration opens - email sent out	Office
September	15	2009	Deadline for articles for Fall newsletter	Board of Directors
September	29	2009	Deadline for Fall Conference hotel registration	
October	1	2009	Newsletter emailed to membership and placed on website	Newsletter
October	8	2009	Registration deadline for Fall Conference	Office
October	15	2009	Continuing Education Seminar - Norfolk VASBO Management Team Meeting	
October	16	2009	<b>VASBO Fall Conference - Marriott Waterside Norfolk</b>	
October	23-26	2009	ASBO Conference in Chicago, IL	
December	4	2009	Directors finalize Continuing Ed Seminar and plans for Winter Conference - need detailed agenda, description, and speakers bios	Cont. Ed/Winter Conf.
December	11	2009	President approves final plans for Winter Conference	President
December	15	2009	Deadline for articles for Winter newsletter	Board of Directors
December	21	2009	Winter Conference registration opens - email sent out	Office
January	11	2010	Winter newsletter emailed to membership and placed on website	Newsletter Office
January	20	2010	Deadline for Winter Conference hotel registration	
February	4	2010	Registration deadline for Winter Conference	
February	11	2010	Continuing Education Seminar - Richmond VASBO Management Team Meeting	
February	12	2010	<b>VASBO Winter Conference - Richmond Marriott</b>	
March	1	2010	Exhibitor mailing sent out	Vendors
March	10	2010	Directors finalize Continuing Ed Seminar and plans for Spring Conference - need detailed agenda, description, and speakers bios	Cont. Ed/Spring Conf
March	15	2010	Deadline for articles for Spring newsletter	Board of Directors
March	17	2010	President approves final plans for Spring Conference	President
March	29	2010	Spring Conference registration opens - email sent out	Office
April	7	2010	Deadline for exhibit booths	Vendors
April	12	2010	Spring newsletter emailed to membership and placed on website	Newsletter Office
April	18	2010	Deadline for Spring Conference hotel registration	
April	18-21	2010	SASBO Conference Little Rock, AR	
May	12	2010	Registration deadline for Spring Conference	
May	19	2010	Continuing Education Seminar - Roanoke VASBO Management Team Meeting	
May	19-21	2010	<b>VASBO Spring Conference - Hotel Roanoke</b>	
June	25	2010	All final invoices submitted into office	Board of Directors
June	30	2010	End of fiscal year	Treasurer