

ATMAE Officers Critical “To Do” items: 11/1/08 to 4/1/09

Please consult the Project Calendar and Primers for details.



2009 Conference

- Decide on any particular topics on which to solicit proposals (Special Divisions & Focus Groups) – deadline 11/26/08 to be included on 2009 Call for Proposals
- Solicit proposals from division members (all divisions) – deadline 2/6/09
- Confirm Proposal Review Team Chairs and Reviewers for Focus Group and Special Division presentation tracks – report review team to ATMAE by February 20
- ATMAE office sends proposals for track confirmation and reassignment to Focus Group and Special Division Chairs – February 20
- Brainstorm, Assess and Choose “special sessions” to organize (tours, workshops, demos, forums, panel discussions) – deadline 2/10/09 to indicate planning & to reserve meeting room; deadline
- Proposal sent to Review Team Chairs – March 17 (Results to ATMAE by April 6)
- Consider special budgetary requests for Division conference events & projects

IT Insider

- Assign officer to write division report for 12/7/08 copy submission deadline
- Submit article by 12/7/08 deadline
- Assign officer to write article for February 27, 2009 deadline by January 30.
- Submit article by 2/27/09 deadline

Elections

- Begin process of soliciting candidates if needed for a late summer 2009 Election – begin in mid-February with email, website docs and *IT Insider* (CCTI, Graphics, Industry and University Divisions).

Awards

- Begin process of soliciting nominations for Division and Association Awards – begin in mid-February with email, website docs and *IT Insider*

April Executive Board Meeting

- Presidents need to plan for attendance at April meeting in Ann Arbor, Michigan. ATMAE office will ask for commitment to attend by 3/1/09 in order to reserve hotel rooms and meeting space.
- Budget Planning: Prepare request for Project funds for 2009-2010 budget with specific projects, conference events and cost estimates.
- Discuss issues with fellow leaders, prepare issues for consideration at meeting.