

MAAE Board Calendar **FY 2011-2012** (Sept. 17, 2011)

Month . Date	Scheduled Activity	Ongoing Support and Activities
July 2011 1 18 20-22 26-28	<ul style="list-style-type: none"> • ED and new Financial Officer begin work • NSO Summer Music Institute, Washington, DC • KC Low Capacity Call (Penny, Shannon, Mark) • America's Imagination Summit, Lincoln Center, NYC • MAC's Whole Schools Institute MSU Riley Center for Education and Performing Arts, Meridian 	<ul style="list-style-type: none"> • Preparation of Board training materials, MAAE yearly calendar, Year in Review for presentation at September board meeting with the goal to assess needs, responsibilities, specific assignments • Promote membership (each month) / send quarterly membership renewal notices • Set dates/times for MAAE Board meetings FY2011 + Annual Membership Meeting
August 2011 8 10 12 19 20 31	<ul style="list-style-type: none"> • KC Low Capacity Advocacy Training Conference Call (Penny, Mark, Shannon, Linda, Joe, Marlynn) • Discuss FY2011 projects / programs • Creative Economy Conference with MAC • NLC Conference Call • MAAE Staff meeting • Final KC 2010-2011 Project Payment • MAC and MAAE Partnership Meeting 	<ul style="list-style-type: none"> • New Board member welcome letters • Complete Board orientation materials • Membership promotion • 2011 Financial Review • Collaborate with partner organizations on conference workshops and advocacy • Finalize MAAE yearly calendar • Prepare Funding Sources data base (including grants) • Prepare summary of Advocacy Conference call training
September 2011 11-17 17 19 30-October 1	<ul style="list-style-type: none"> • Arts in Education Week • MAAE Board Meeting #1 (Board Training, By Law review, Regional Leadership, Advocacy Initiative) • Kennedy Center Low Capacity Conference Call • MTA Conference with MAAE workshop presentations (Partnership) 	<ul style="list-style-type: none"> • Work with MDE and other partners to plan partner projects FY2011 • Board reps engage in Advocacy Visibility Campaign and Partnership Workshops • Grants pursued • Sponsorships secured • Coordinate with Riley Center for trainings and focus groups • Board work on Bylaws and MAAE 'branding'/Board Book
October 2011 6 16 17	<ul style="list-style-type: none"> • Advocacy Day: Jumpstart's Read for the Record (Board members read to young children, provide arts experience, and donate books) • MAC Speaker, Lauren Niemi • KC Low Capacity Conference Call 	<ul style="list-style-type: none"> • Board reps engage in Advocacy Visibility Campaign and Partnership Workshops using Arts Integration Academy Schools, plus others • Grants pursued • Sponsorships secured regionally and statewide • Board work on Bylaws, MAAE 'branding', and Board Book
November 2011 10-12	<ul style="list-style-type: none"> • MAEA Conference in Jackson with MAAE workshop 	<ul style="list-style-type: none"> • Board Rep Advocacy Visibility Campaign

<p>10-12 14 TBA</p>	<p>presentations (Partnership)</p> <ul style="list-style-type: none"> • Ron Clark Academy Visit • KC Low Capacity Conference Call • Teaching Artist Training 	<ul style="list-style-type: none"> • Fundraising efforts/grants pursued • Sponsorships secured regionally and statewide • Board work on Bylaws and ‘branding’, Board Book
<p>December 2011 3 12</p>	<ul style="list-style-type: none"> • MAAE Meeting #2 • KC Low Capacity Conference Call 	<ul style="list-style-type: none"> • Ongoing Advocacy Initiative • Set dates for January training for MAC Arts in the Classroom grantwriting at underserved and MAAE Arts Integration Schools
<p>January 2012 9 12-15</p>	<ul style="list-style-type: none"> • KC Low Capacity Conference Call • Student deadline for submitting applications + audition tapes to MAAE for 2010 Kennedy Center/NSO Summer Music Institute • MTA Festival • Apply for MAC Mini Grant for KC Annual Meeting representation 	<ul style="list-style-type: none"> • Student deadline: applications for Kennedy Center/National Symphony Orchestra Summer Music Institute • Review / make selections: NSO applications • Arts Integration Academy work throughout state to include residency and workshop teaching artist events/sponsorships • Assist schools in applying for MAC Arts in the Classroom
<p>February 2012 4</p>	<ul style="list-style-type: none"> • MAAE Board Meeting #3 Regional meetings • MAAE deadline for submitting applications + audition tapes to MAAE for 2010 Kennedy Center/NSO Summer Music Institute • MAC Governor’s Awards 	<ul style="list-style-type: none"> • Arts Integration Academy work and presence continue=Advocacy work through grants and sponsorships • Begin new board member selection process / set deadline for receiving nominations • MAC Governor’s Awards • Work on Board Book, ‘branding’ campaign
<p>March 2012 1 12 27</p>	<ul style="list-style-type: none"> • MAC grant proposal FY2011 due • Work with regional schools to submit Arts in the Classroom grants • Apply for Target Arts Grant • Arts Day at the Capitol with MAC (Advocacy Campaign) 	<ul style="list-style-type: none"> • Sponsorships secured regionally and statewide • Announce MAAE Awards/Call for nominations/ Send media releases. Winners to be announced in August 2012. • Work on Board Book, ‘branding’ campaign
<p>April 2012 TBD</p>	<ul style="list-style-type: none"> • Kennedy Center Annual Meeting (with Advocacy component in Washington)) 	<ul style="list-style-type: none"> • Determine slate of new members to Board of Directors

		<ul style="list-style-type: none"> • Preparations for awards + process for Arts Education Week in Sept. 2012 for MAAE Awards Banquet and Ceremony • Fundraising and sponsorship efforts regionally
May 2012 15	<ul style="list-style-type: none"> • MAC final report due FY2010 	<ul style="list-style-type: none"> • Fundraising and sponsorship efforts regionally • Complete Bylaws review/revisions and Board Book
June 2012 2	<ul style="list-style-type: none"> • MAAE Membership Meeting #4 • Advocacy work 	<ul style="list-style-type: none"> • Vote on new board member slate • Close out 2011-2012 fiscal year • Present Bylaws/Board Book/Branding Campaign to membership • Continue plans for MAAE Awards Banquet in September • Prepare for MAAE presence and involvement as partner in MAC Whole Schools Conference <ul style="list-style-type: none"> + Teaching Artist Track + Arts Management Workshop + Arts Integration Demo lessons