

WBEA Position Newsletter Editor

Agenda Item No. _____

Presented By Eric Swenson, Montana
(Name and STP)

Date May 20, 2009

Newsletter Editor Program of Work Report 2009-2010

Summary of Year's Activities:			
Deadline	Procedures Manual Reference	Tasks to Perform	Accomplished
June 2009	NA	Read Program of Work, Procedures Manual, Bylaws, and Articles of Incorporation.	✓
Overview of Objectives Still to be Completed:			
Deadline	Procedures Manual Reference	Tasks to Perform	Accomplished
Ongoing	1020	Maintain NBEA/WBEA membership	
As needed	3110.19	Obtain stationery and envelopes from President.	
July 9-10, 2009	NA	Attend Summer Executive Committee meeting in Reno, Nevada	
August 2009	6030.4.d	Renew mailing permit with the post office	
August 2009	A6030	Requested articles from WBEA Executive Committee members for Fall Issue	
August 2009	4040.4	Requested articles from WBEA representative to NBEA for Fall Issue	
August 2009	5020.6	Requested articles from STP Presidents for Fall Issue	
August 2009	6010.2.b	Requested articles for awards, newsletter, and scholarship for Fall Issue	
August 2009	6050.6	Requested articles from Legislative Director for Fall Issue	
August 2009	6020.2.d	Requested articles from Membership Director for Fall Issue	
August 2009	3160	Requested articles from Past President for Fall Issue	
September 1, 2009	A6030.4	Deadline for Fall issue	
September, 15 2009	6030.4.h/6030.4.i	Publish Fall Issue of WBEA Newsletter	
September 15, 2009	6030.4.h/6030.4.i	Submit Full Fall Issue to Telecommunications Chair	

Overview of Objectives Still to be Completed:

Deadline	Procedures Manual Reference	Tasks to Perform	Accomplished
November 2009	A6030	Requested articles from WBEA Executive Committee members for Winter Issue	
November 2009	4040.4	Requested articles from WBEA representative to NBEA for Winter Issue	
November 2009	5020.6	Requested articles from STP Presidents for Winter Issue	
November 2009	6010.2.b	Requested articles for awards, newsletter, and scholarship for Winter Issue	
November 2009	6050.6	Requested articles from Legislative Director for Winter Issue	
November 2009	6020.2.d	Requested articles from Membership Director for Winter Issue	
November 2009	3160	Requested articles from Past President for Winter Issue	
November 15, 2009	A6030.4	Deadline for Winter issue	
December 1, 2009	6030.4.h/6030.4.i	Publish Winter Issue of WBEA Newsletter	
December 1, 2009	6030.4.h/6030.4.i	Submit Full Winter Issue to Telecommunications Chair	
February 12-15, 2010	NA	Attend WBEA Conference in Reno, Nevada	
February 13, 2010	NA	Provide oral report to Executive board on major Program of Work tasks accomplished	
February 12-15, 2010	NA	Request/take pictures of new officers and other appropriate photos to be included in newsletter	
March 2010	A6030	Request Conference report from President for Spring issue	
March 2010	A6030	Request articles from WBEA Executive Committee members for Spring Issue	
March 2010	4040.4	Request articles from WBEA representative to NBEA for Spring Issue	
March 2010	5020.6	Request articles from STP Presidents for Spring Issue	
March 2010	6010.2.b	Request articles for awards, newsletter, and scholarship for spring Issue	
March 2010	6050.6	Request articles from Legislative Director for Spring Issue	
March 2010	6020.2.d	Request articles from Membership Director for Spring Issue	
March 2010	3160	Request articles from Past President for Spring Issue	
March 30-April 3, 2010	NA	Attend the 2109 NBEA Annual Convention in San Diego, California (optional)	
April 15, 2010	A6030.4	Deadline for Spring issue	
May 1, 2010	6030.4.h/6030.4.i	Publish Spring Issue of WBEA Newsletter	
May 1, 2010	6030.4.h/6030.4.i	Submit Full Spring Issue to Telecommunications Chair	

Additional Challenges and Issues:

With WBEA seeking to gain 501(c)3 status, documentation will need to be submitted to the United States Postal Service to see switch the mailing permit from a First Class Presort to a Non-Profit rate; approval may take up to 3-4 weeks.