

# First Coast Chapter 2011-12 Calendar



July 2011		January 2012	
Day	Description	Day	Description
5	Pathways to Excellence submission		
12***	Board Meeting - Assembly 2 (not Brooks 1 & 2)	10****	Board Meeting - Brooks 1 & 2
19	Chapter Meeting - Assembly 2	17	Chapter Meeting - Assembly 2
24-27	EFAM - Montreal	28	FLAN - Port Orange
26	FDAM Planning Meeting - Chase	31	IRS Form 1099 Deadline
		31	FDAM Planning Meeting - Chase
August 2011		February 2012	
Day	Description	Day	Description
		1	Avery Great Results Chapter Award Submission
2	Board Meeting - Brooks 1 & 2	7	Board Meeting - Brooks 2 & 2
7	PSI Sunday Sundae Social		
15	Certification Deadline		
15	Division Newsletter Article Due	15	Division Newsletter Article Due
16	Chapter Meeting	21	Chapter Meeting - Assembly 2
		28	IRS Summary Form 1096 Deadline
30	FDAM Planning Meeting - Chase	28	FDAM Planning Meeting - Chase
September 2011		March 2012	
Day	Description	Day	Description
		5-8	IAAP Spring Conference - Las Vegas
13	Board Meeting - Brooks 1 & 2	6	Board Meeting - Brooks 1 & 2
		12-17	IAAP Cruise (Labadee & Jamaica!)
20	Chapter Meeting - Assembly 1 (LARGER side)	20	Chapter Meeting - Assembly 2
24	Leadership Education Forum - Winter Park	23-24	Spring Education Conference - Lake Buena Vista
27	FDAM Planning Meeting - Chase	27	FDAM Planning Meeting - Chase
October 2011		April 2012	
Day	Description	Day	Description
1	Chapter Annual Mtg Schedule and Marketing Plan Due	1	Florida Division ByLaws Changes Due
1	Chapter Education/Training Programs Submitted to Division - COE #1		
4	Board Meeting - Brooks 1 & 2	3	Board Meeting - Brooks 1 & 2
9 - 12	International Fall Conf San Diego, CA		
18	Chapter Meeting - Assembly 1 (LARGER side)	17	Chapter Meeting - Assembly 2
31	Chapter Treasurer Financial Report due to Division	18	FCC APD Luncheon
		23-27	Admin Professionals Week
		25	Admin Professionals Day
		25	UNF Administrative Expo
		30	Chapter Business Plan Update Due - COE #5
25	FDAM Planning Meeting - Chase	24	FDAM Planning Meeting - Chase
November 2011		May 2012	
Day	Description	Day	Description
8****	Board Meeting - Brooks 1 & 2	8****	Board Meeting - Brooks 1 & 2
4-5	Certification Testing	4-5	Certification Testing
12	FLAN - St. Petersburg	12	FLAN - Melbourne Chapter - Location TBD
15	Chapter Meeting - Assembly 2	15	Chapter Meeting - Assembly 2
15	Division Newsletter Article Due	15	Complete Chapted Business Plan Evaluation Form to HQ - COE #5
15	IRS Form 990 Due - Chapter Treasurer		
29	FDAM Planning Meeting - Chase	29	FDAM Planning Meeting - Chase
December 2011		June 2012	
Day	Description	Day	Description
6	Board Meeting - Brooks 1 & 2	5	Board Meeting - Brooks 1 & 2
13****	Chapter Meeting (NO rooms @ Brooks avail.)	19	Chapter Meeting - Assembly 1 (LARGER side)
31	Chapter Awards Chair Submit Chapter Budget/Annual Financial - COE#2	22-24	FDAM - Jacksonville
		12	FDAM Planning Meeting - Chase
		26	FDAM Lessons Learned Meeting - Chase

\*\*\*Meeting Change Date