

2010-11 Calendar of Events

Month	Date	Year	Event	Committee
July	15	2010	Summer Planning Meeting - Management Team Richmond Marriott	
August	9	2010	Individual membership drive opens	Members
August	16	2010	Vendor member and sponsorship mailing sent out	Vendors
August	23	2010	President Elect, Executive Director & Directors finalize Continuing Ed Seminar and plans for Fall Conference - need detailed agenda, description, and speakers bios	Cont. Ed/Fall Conf
August	30	2010	President approves final plans for Fall Conference	President
September	8	2010	Fall Conference registration opens - email sent out	Office
September	8	2010	Deadline for articles for Fall newsletter	Management Team
September	22	2010	Newsletter emailed to membership and placed on website	Newsletter
September	28	2010	Deadline for Fall Conference hotel room reservations	
September	30	2010	Registration deadline for Fall Conference	Office
October	7	2010	Continuing Education Seminar - Virginia Beach VASBO Management Team Meeting	
October	7-8	2010	VASBO Fall Conference - Westin Hotel Virginia Beach	
October	24-27	2010	ASBO Conference in Lake Buena Vista, FL	
December	3	2010	President Elect, Executive Director and Directors finalize Continuing Ed Seminar and plans for Winter Conference - need detailed agenda, description, and speakers bios	Cont. Ed/Winter Conf.
December	10	2010	President approves final plans for Winter Conference	President
December	14	2010	Deadline for articles for Winter newsletter	Management Team
December	20	2010	Winter Conference registration opens - email sent out	Office
January	10	2011	Winter newsletter emailed to membership and placed on website	Office
January	26	2011	Deadline for Winter Conference hotel room reservations	
January	31	2011	VASBO Cardinal Award Submission Deadline	
February	4	2011	Registration deadline for Winter Conference	
February	10	2011	Continuing Education Seminar - Richmond VASBO Management Team Meeting	
February	11	2011	VASBO Winter Conference - Richmond Marriott	
February	21	2011	Exhibitor mailing sent out	Vendors

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Month	Date	Year	Event	Committee
March	1	2011	VASBO Scholarship Submission Deadline	
March	9	2011	President Elect, Executive Director and Directors finalize Continuing Ed Seminar and plans for Spring Conference - need detailed agenda, description, and speakers bios	Cont. Ed/Spring Conf
March	14	2011	Deadline for articles for Spring newsletter	Board of Directors
March	16	2011	President approves final plans for Spring Conference	President
March	28	2011	Spring Conference registration opens - email sent out	Office
April	8	2011	Deadline for exhibit booths	Vendors
April	11	2011	Spring newsletter emailed to membership and placed on website	Office
April	11-14	2011	SASBO Conference Charlotte, NC	
April	27	2011	Deadline for Spring Conference hotel room reservations	
May	11	2011	Registration deadline for Spring Conference	
May	18	2011	Continuing Education Seminar - Roanoke	
May	18-20	2011	VASBO Management Team Meeting VASBO Spring Conference - Hotel Roanoke	
June	25	2011	All final invoices submitted into office	Board of Directors
June	30	2011	End of fiscal year	Treasurer