

MTCMA Institute To-Do List

Planning:

- ❖ Market facilities in October/November for 2011 Institute
- ❖ Present proposals to the MTCMA Board in December
- ❖ Finalize facility contract in January
- ❖ Begin work on Program in January
- ❖ Finalize brochure and program by end of April
- ❖ By-Law Committee-should meet in April or first part of May, as by-law amendments are included in the brochure mailing.

Institute Brochure Mailing-what happens once brochure is final:

- ❖ Out the door by first week of June-via email to managers and MTCMA members with email. Hard copy to those who do not have email 3 days after-bounce backs: Send them a hard copy.
- ❖ Brochure to the Printer one week prior to mailing.
 - Need Managers who have Salaries under \$35,000 or less-run Affiliate List report in Personify and choose the code of MTCMA, subcode of MTCMA_SAL.
- ❖ Length of Service Awards: Need to take master list and update-will also be included in the brochure mailing.
- ❖ By-Law Changes: Need to get sheet with all proposed changes from chair to include in mailing.
- ❖ Email brochure to Resource Center for the MMA Website, and to the MTCMA Webmaster for the MTCMA website-point out that this brochure-cannot register online.

Institute Program:

- ❖ Draft the program by middle of July
- ❖ Final program to printer 15 days before conference start date
- ❖ Institute Committee Chair – welcome letter

For the Registration Desk:

- ❖ Revise evaluation –July
- ❖ Need attendees list to set out at Registration Desk
- ❖ Handouts from speakers

Institute Awards:

- ❖ **Length of Service Awards:** Put into WP the week of July 26th.
 - Margaret to proof before final printing
 - Denise to order folders and certificates-different one for each award
- ❖ **Certification Certificates:** Draft by week of July 26th, Final by August 6th
 - Have PD Committee approve certifications
 - Send letter to Key Elected Official of Town-copy in folder
 - Send letter to recipient letting them know that they are approved and will get certificate at Institute-put copy of letter in folder
 - First draft of certificates for proofing

- Final certificates in Folders-different folders for each type
- Copy of certificate in recipient's folder
- Master list of certified public managers
- ❖ **Link Stackpole Award:**
 - Mailing goes out first week of April
 - Notify Awards Chair to set up meeting late July
 - One week prior to Awards Committee Meeting-folder for each member of committee. In folder are all the applications for awards, separated by colored paper (Link Stackpole, Leadership, Rookie of the Year, Intern Scholarship Applications)
 - Committee will make selections at the meeting
 - As soon as selections are made, contact the towns and families of the winners-make arrangements (very confidential)
 - Guest List 10 days prior to start of conference and choice of meals
 - Interns: send letter to intern, inviting them to Institute and to RSVP within 2 weeks of receiving letter.
 - Order all plaques: Do immediately after committee meeting. American Awards.
 - Cut checks for interns-put in check request with treasurer's signature-checks to come back to TAG Office (put in conference binder)-NOT MAILED OUT-.
 - Work with Awards Committee Chair on who will be presenting the awards and giving the speeches
 - Update awards list
 - MTCMA pays for family tickets and 4 tickets from the town-just LS
 - Need to find out who is going to accept the town's plaque-just LS
- ❖ **Leadership Award:**
 - Process is primarily the same as Link Stackpole, however, it's not "the" award, so Margaret needs to play this by ear on how many attend.-Check on the size of this plaque-should be bigger than Rookie of the year.
- ❖ **Rookie of the Year Award:**
 - Process is primarily the same as Link Stackpole, however, it's not "the" award, so Margaret needs to play this by ear on how many attend.
 - **Get list of eligible rookies onto website and mail out with awards mailing-by June 21st-and out to MTCMA listserv.**
- ❖ **Past President's Award:**
 - Order Standard Chair from Standard Chair of Gardiner, 978-632-1301. Order first of June. Takes 4-6 weeks for delivery. Have delivered to the facility for presentation at the Annual meeting. They have the MTCMA Logo on file-then it should list the President's name, and then "President" with year (2010, ex.) Past President to do the speech to thank the outgoing president. Contact at Standard Chair of Gardiner is Peggy and her email address is peggyf@standardchair.com. Their website is: <http://www.collegechairs.com/>
- ❖ **Student Scholarships:** Send letters to Maine Colleges, Guidelines for Application, and Student Application - June 1st.
- ❖ **Certificates of Appreciation:** For the Board Members and Committee Chairs-one year only.

Speakers:

- ❖ Send out speaker letters one week after brochure mailing.
- ❖ Featured speaker has overnight accommodations and meals.

- ❖ Signage for sessions and round tables
- ❖ Input speakers and confirm attendance and dates
- ❖ All materials and A/V needs from speakers by August 8th.
- ❖ Check cut for featured speaker to bring to Institute-email Institute Chair

Miscellaneous:

- ❖ Put together list of those members not signed up yet and get list to committee to make phone calls-only happens if attendance is low.
- ❖ Email blasts to membership weekly starting end of July.
- ❖ Once brochure goes out, email PD Chair and Institute Chair of counts. Every other week in July, and every week in August.
- ❖ 2-LL Bean Gift Certificate for \$100.00-for evaluations-ask President
- ❖ Make us Committee plaques for tables-ask President
- ❖ 20 copies of registrations for door registrations

Facility:

- ❖ Site visit-set up an appointment for June
- ❖ Send brochure to facility
- ❖ Review final logistics, menu, and accommodations
- ❖ Starting July 31st, fax from facility with rooming list weekly
- ❖ Definite count to facility by August 10th
- ❖ Type up conference logistics-Margaret by end of June
- ❖ Margaret to fill out forms and pick meals by end of June. (Work with Terry York & Barry Tibbets on this)

Sponsors:

- ❖ Committee member responsible for getting sponsors to get MMA list by end of March.
- ❖ MMA to invoice sponsors and request electronic logo by end of April.
- ❖ Get logos by June 15th
- ❖ Track payments of sponsors-sponsors should be paid in full prior to brochure mailing to ensure space
- ❖ Contact sponsors who have not yet paid two weeks prior to brochure mailing to remind them.
- ❖ Thank you letter for sponsorship with brochure goes out at same time of brochure mailing.
- ❖ Sponsor Signs to be sent to printer by second week of August. MMA to make up sponsor signs.
- ❖ Committee member will contact sponsors with regard to displaying stuff at conference.

Annual Meeting:

- ❖ Complete Annual Report by August 6th
- ❖ Send email to Committee Chairs and President for reports by July 1st-deadline is July 23rd.
- ❖ Make up committee signs for breakout groups-right after annual meeting. One sign per committee.
- ❖ Be prepared to take minutes.

For the Annual Report:

- ❖ Annual Meeting Agenda-Margaret and President

- ❖ Annual Membership Meeting from prior year
- ❖ Financial Statement
- ❖ Slate of officers
- ❖

Banquet:

- ❖ Contact President for folks at head table and make up table signs.
- ❖ Give facility head table count. Table to the side for the awards.
- ❖ Type up agenda for banquet.

Confirmations:

- ❖ Full page from Personify one week prior.

Meal Tickets:

- ❖ One per meal period. Different colors, numbered.

Things to Pack:

- ❖ Original Registrations in book filed by last name.
- ❖ Attendee Listing for registration desk
- ❖ Final Events Listing
- ❖ Final Class List
- ❖ Workshop Folder-receipt forms, etc.
- ❖ Use standard workshop checklist under final prep
- ❖ 30 copies of Annual Report
- ❖ Plaques
- ❖ Certificates
- ❖ MTCMA Pins
- ❖ Checks
- ❖ Workshop Box
- ❖ Reserved signs
- ❖ Sponsor signs
- ❖ Session Signs
- ❖ Flipchart Paper (Sticky Paper)
- ❖ A/V
- ❖ Master Book-completely updated (evaluation form, registration form, etc.)
- ❖ Special Packets done up for Past President, President, Vice President, Institute Chair
- ❖ New membership brochures
- ❖ Programs
- ❖ Hand Held Radios
- ❖ Extra ribbons

Name Badges:

- ❖ Nice ones in plastic holders.
- ❖ Need 25 blanks and holders.
- ❖ Ribbons for speakers, Executive Committee, President and Vice- President

Awards and Scholarship Mailing-MTCMA
Institute Brochure Mailing
Scholarship Mailing for Interns
Dues Renewals

Scholarship for members: Once the qualifications are determined, this letter is mailed.

Institute: Request from CS a listing of a T/C Managers and Admin. Asst. to Selectmen in Excel format with email address included. Sort by email address. Those without email address will get a hard copy in the mail of the Institute brochure, those members with email will get an emailed version. Best to send out 10 addresses at a time or ask MIS to set up a one-time list serve. Any that come back undeliverable should be sent a hard copy. Ask webmasters to post on MMA and MTCMA websites.

Awards Mailing: Request from CS a listing of all MTCMA Members, Council Chairs, Select Chairs in Excel format with email address included. Sort by email address. Those without email address will get a hard copy in the mail of the Awards mailing, those members with email will get an emailed version. Best to send out 10 addresses at a time or ask MIS to set up a one-time list serve. Any that come back undeliverable should be sent a hard copy. Ask webmaster to post on MTCMA website.

Included in the Awards mailing is (in this order):

Linc Stackpole Award application and guidelines
Leadership Award application and guidelines
A current membership list that lists name, title and municipality only.
Rookie of the Year Award application and guidelines
A listing of those members that qualify for Rookie of the Year

Dues renewals are sent separately because they need to be sent first class and all members need to get a hard copy.

Scholarship mailing for interns: Each campus in the UM system gets a letter and a copy of the scholarship application and guidelines.

SIGNAGE

Agenda Poster (2' X 3')
Board Member Plaques-Head Table (only if President wants a head table)
Door Prize Drawing Sign (placed in a 8x10 frame)
Speaker Plaques
Raffle Signage
Facilities Signage
Evaluation Sign Central
Reserved Signs 20

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