

2020 PSC Operations Calendar

This Calendar seeks to track important milestones for the Board as well as dates for events that are known at the beginning of the year. It will be updated prior to each board meeting.

See the member website Calendar page for show calls for entry and important dates. Also the Meeting/paintout page for updated information.

Meetings:

Front Range-2nd Saturday monthly, except June - August

Western Slope-3rd Saturday monthly, except June - August

September Annual Meeting (Avon)

December Christmas parties: Front Range and Western Slope each have their own

Board and Finance: Jan., March, May, Sept. and Nov.

January:

1/01/20 Renew Officers and Directors insurance policy

1/04/20 **Finance Committee Meeting** in week before Board meeting to review year end financial statements.

1/10/20 Newsletter reminder email to Board and Chairs (sent by Presidents)

1/11/20 **Board Meeting**, 10:30 am - noon

- Distribute and Review New Board Member Welcome Packet and documents (email electronic copies)
Committee Reports - set clear goals for the year
- Fill any Committee vacancies
- Every other year (2021, 2023 etc.), appoint new advisory committee

(Thank outgoing members)

1/11/20 **Noon-1pm Ed Comm Nooner:** Jeannette Stutzman, setting up Instagram Accounts/hashtags

1/12/20 **Front Range Members Meeting** - 1-3 pm - Barbara Churchley

1/15/20 Newsletter article deadline, submit to news@pastelsocietyofcolorado.org

1/18/20 **West Slope Members Meeting** - 1-3 pm - Bev O'Neil

1/25/20 **Front Range Paint Out** -9am-noon Indoor/Urban at Stanley Marketplace

Update list of Offices and Board members on Colorado Secretary of State web site

Renew contract for webmaster/design/e-news

Update IAPS web site with PSC Officers and images of 4 award winning images from previous year.

Planning for 2020 Members Show on Front Range

Planning for 2020 Online Show

Planning for 2020 MHIPE Show and Workshop

Planning for Member Workshops

February:

Board meeting only if needed

2/8/20 **Noon-1pm Ed Comm Nooner:** Critiques

2/08/20 **Front Range Members Meeting**, 1-3 pm - Chuck Ceraso

2/10/20 Newsletter reminder email to Board and Chairs (sent by Presidents)

2/15/20 Newsletter article deadline, submit to news@pastelsocietyofcolorado.org

2/28/20 Deadline for Membership renewals to be in Directory

2/15/20 **West Slope Members meeting**, 1-3 pm - Pat Sheeran-Daggett

2/22/20 **Front Range Paint Out** - Hidden Mesa Open Space w/ Lorenzo Chavez

March:

3/07/20 **Finance Committee Meeting** in week before Board meeting

3/10/20 Newsletter reminder email to Board and Chairs (sent by Presidents)

3/14/20 **Board** Meeting, 10:30 am – noon

- Discuss who will serve on and chair the 2020 Nominating Committee
- Planning for 2020 Signature Members Show and Online Shows
- Planning for 2021 Small Works
- Planning for 2021 Mile High International

3/14/20 **Noon-1pm Ed Comm Nooner:** Chris Serr of Abend/Framing Discussion

3/14/20 **Front Range** Members Meeting, 1–3 pm – Virginia Unsel

3/14/20 **West Slope** Members Meeting - 1–3 pm –Barbara Kendrick

3/15/20 Newsletter article deadline, submit to news@pastelsocietyofcolorado.org

3/28/20 Front Range Paintout – Walden/Sawhill Ponds, Boulder – Potluck?

All program/show planning continues

April:

Board meeting only if needed

4/?/20 Mile High International Pastel Exhibit Call for Entries

4/10/20 Newsletter reminder email to Board and Chairs (sent by Presidents)

4/10/20 **Noon-1pm Ed Comm Nooner:** TBA

4/11/20 **Front Range** Members Meeting, 1– 3 pm – Natasha Isenhour

4/11/20 **West Slope** Members meeting, 1–3 pm – Bruce Gomez

4/15/20 Newsletter article deadline, submit to news@pastelsocietyofcolorado.org

4/25/20 Front Range Paint Out – Bear Creek Lake Park

Membership Directory Distributed

All program/show planning continues

May:

05/02/20 **Finance** Committee Meeting

5/09/20 **Board** Meeting 10:30 am – noon

- Appoint Nominating Committee-Dale Harding (VP Search!)
- Determine if any changes are needed to Bylaws in September meeting

5/9/20 **Noon-1pm Ed Comm Nooner:** TBA

5/09/20 **Front Range** Members Meeting, 1–3 pm – Lorraine Trenholm

5/10/20 Newsletter reminder email to Board and Chairs (sent by Presidents)

5/11/20 Reception for Mile High National Pastel Exhibition, Curtis Center

5/15/20 Newsletter article deadline, submit to news@pastelsocietyofcolorado.org

??IRS e-postcard due – Ask Nancy and Susan

5/16/20 **West Slope** Members Meeting - 1–3 pm - Peter Heineman

5/23/20 Front Range Paint Out – Littleton Museum & Historic Park

Nominating Committee begins work

All program/show planning continues

June:

No Board or Members meeting

6/10/20 Newsletter reminder email to Board and Chairs (sent by Presidents)

6/15/20 , submit to news@pastelsocietyofcolorado.org

6/27/20 Front Range Paint Out – Hudson Gardens

Nominating Committee at work

All program/show planning continues

July:

No Board or Members Meeting.

Reserve Avon/Eagle Library for Sept 12th meeting* (call Library to ask for scheduling). *Request at least 3 West Slope members or meeting at RMCAD (?)

Reserve space for December Holiday party (Golden Hotel 'Soft' hold for 12/12/20)

7/3/20 Mile High International Pastel Exhibit Entry Deadline

7/10/20 Newsletter reminder email to Board and Chairs (sent by Presidents)

7/15/20 Newsletter article deadline, submit to news@pastelsocietyofcolorado.org

7/28/20 Front Range Paint Out – Lily Lake Trailhead near Estes Park

Nominating Committee at work

Ongoing program/show planning

August:

No Board or Members Meeting

8/10/20 Newsletter reminder email to Board and Chairs (sent by Presidents)

8/15/20 , submit to news@pastelsocietyofcolorado.org

8/22/20 Front Range Paint Out – Georgetown, CO

Write PSC Annual Report

Plan annual meeting agenda in Avon/Eagle

Nominating Committee submits slate of board and officer candidates to Co-Presidents (collect photo and bios from each one)

Ongoing program/show planning

September:

09/01/20 Finance Committee Meeting

9/8-11/20 Mile High International Pastel Exhibit Delivery of Artwork to Mary Williams Gallery

9/??/20 Mile High International Pastel Exhibit

9/10/20 Newsletter reminder email to Board and Chairs (sent by Presidents)

9/12/20 **West Slope** Paintout

9/12/20 **Annual membership meeting** in Avon/Eagle

- Approve annual year end report
- Approve Slate of officers
- Request 2021 Budget needs from all Program Chairs by 9/30

9/15/20 Newsletter article deadline, submit to news@pastelsocietyofcolorado.org

9/28-30/20 Kim Lordier Workshop

Treasurer begins work on 2020 budget

Fundraising and marketing begins for 2020 Mile High National

Co-Presidents begin to recruit chairs for 2020 Committees

Ongoing program/show planning

October:

Board Meeting only if needed

10/10/20 Newsletter reminder email to Board and Chairs (sent by Presidents)

10/10/20 **Noon-1pm Ed Comm Nooners:** TBA

10/10/20 **Front Range** Members Meeting, 1–3 pm – Bev Lee

10/15/20 Newsletter article deadline, submit to news@pastelsocietyofcolorado.org

10/17/20 **West Slope** Members Meeting, 1–3 pm –Nancy Welter

Treasurer and Co-Presidents finalize 2021 Draft Budget

Co-Presidents work on filling 2021 Committee vacancies

Ongoing Program/show planning

November:

11/01/20 – Online ballot posted for 2020 board candidates and officers (get info to Jeannette to create/send survey)

11/07/20 Finance Committee Meeting

11/10/20 Newsletter reminder email to Board and Chairs (sent by Presidents)

11/14/20 **Board** Meeting 10:30 am – noon

- Approve 2020 Annual Budget
- Approve Committee Chair Appointments

11/14/20 **Noon-1pm Ed Comm Nooner:** TBA

11/14/20 **Front Range** Members Meeting, 1–3 pm – TBD

11/15/20 Newsletter article deadline, submit to news@pastelsocietyofcolorado.org

11/21/20 **West Slope** Members Meeting, 1–3 pm – Sarah Hamingson

No Front Range Paint Out

Co-Presidents update 2021 Board Member Welcome Packet and supporting Documents (Board Member and Committee Chair Directory, Bylaws, Standing Rules, Board Member Responsibilities and Code of Conduct, Annual Operations Calendar, 2021 Annual Budget)

Ongoing program/show planning

December:

No Board, Members Meeting or Paint Out

12/19/20 Western Slope – Holiday Party

12/10/20 Newsletter reminder email to Board and Chairs (sent by Presidents)

12/12/20 Send welcome email to all elected board members and officers

12/12/20 Front Range – Holiday Party 11 am – 3:00 pm

- Recognize volunteers
- Announce the new board and officers for 2020

12/15/20 Newsletter article deadline, submit to news@pastelsocietyofcolorado.org

2020 Zoom Service plan renewal due (or alternative) – comes to David Dubas

Finalize 2021 Board Welcome Packet and send out on January 2, 2021

Ongoing Program/Show planning

Get website updates to Jeannette (contacts, meetings, demos, Nooners, paintouts: from all appropriate chairs & officers)

Get Show, officers, etc. updates to beginning directory pages to Jeannette