

APS Program/Initiatives and Leadership Timeline Schedules

Program/ Initiative	*Leader/ Members	January	February	March	April	May	June - Convention	July	August	September	October	November	December	Notes
Auctions	*Mary Muellner, Jill Stevens, Lois Girton	1) Schedule committee meeting to organize. 2) Solicit Auction donations from all members for Live Convention Auction. Provide information/article to Website Manager and Editor for dispersal of information.	1) Continue solicitation for Live Auction. 2) Make preparations for presentation. 3) Procure Auctioneer for Live Auction.	1) Continue solicitation for Live Auction. 2) Make preparations for presentation.	1) Continue solicitation for Live Auction. 2) Make preparations for presentation.	1) 5/1: Annual Report Due to President. 2) Solicitation for Live Auction ends May 15. 2) Complete preparations for presentation. 3) Confirm audio-visual needs for Convention Auction with Convention Chairs. 4) Print and produce auction numbers for bidders and work with committee to	1) Prior to convention produce and print a list of items for dispersal to attending bidders. 2) Meet with Auctioneer and committee to review operation of Auction. 3) Assist Auctioneer with Live Auction during the Convention. 4) Write and mail "Thank You" cards to DONORS after convention. 5) Email winning bidders with information concerning their winning bids (Donor, shipping time-frame, and thank you for supporting APS).	1) Renew Auctria - Online Auction Program	1) Fall Online Auction solicitation?	1) Live Auction wins shipped from Donors. 2) Fall Online Auction?	1) Live Auction wins shipped from Donors.	1) Meet with committee for coming year preparations.		
Award of Landscape Merit	*Cory Tischman, *Jill Stevens	1) Update ALM Peonies document or have Website Manager do so.		1) Distribute Score Cards to Judges		1) Remind Judges of Cultivars to be scored.	1) Remind Judges of Cultivars to be scored.	1) Remind Judges of Cultivars to be scored.	1) Ask Judges to submit score cards	1) Remind Judges to submit scorecards for current year's blooms season.	1) Calculate scores and finalize winning cultivars	1) Submit article to Website Manager and Editor for publication about winning cultivars.		Program under revision. 2022

Convention: Steering	*David Sorrentino, *Linette Sorrentino	1) Work with Convention Chairs to answer questions and provide oversight. 2) Determine venues for future conventions and find Chair (s).	1) Work with Convention Chairs to answer questions and provide oversight. 2) Determine venues for future conventions and find Chair (s).	1) Work with Convention Chairs to answer questions and provide oversight. 2) Determine venues for future conventions and find Chair (s).	1) Work with Convention Chairs to answer questions and provide oversight. 2) Determine venues for future conventions and find Chair (s).	1) Work with Convention Chairs to answer questions and provide oversight.	1) Work with Convention Chairs to answer questions and provide oversight.	1) Work with Convention Chairs to answer questions and provide oversight.	1) Work with Convention Chairs to answer questions and provide oversight.	1) Work with Convention Chairs to answer questions and provide oversight.	1) Work with Convention Chairs to answer questions and provide oversight.	1) Work with Convention Chairs to answer questions and provide oversight.	1) Work with Convention Chairs to answer questions and provide oversight.	Plans for 3 years out if possible.
Counsels	*David Maltby, *David Sorrentino, *David Michener	As needed by any Leadership or Member.	As needed by any Leadership or Member.	As needed by any Leadership or Member.	As needed by any Leadership or Member.	As needed by any Leadership or Member.	As needed by any Leadership or Member.	As needed by any Leadership or Member.	As needed by any Leadership or Member.	As needed by any Leadership or Member.	As needed by any Leadership or Member.	As needed by any Leadership or Member.	As needed by any Leadership or Member.	
Directors		Committee work	1) Participate in BOD Meeting. 2) Committee work	Committee work	Committee work	Committee work	1) Participate in Convention BOD Meeting, Ratification & Induction. 2) Committee work. 3) Work at Exhibition/Flower Show at scheduled times - all Directors are required to work and stay for clean up.	Committee work	1) Participate in BOD Meeting. 2) Committee Work	Committee Work	Committee Work	Committee Work	1) Participate BOD Meeting. 2) Committee Work	
Editorial - Advertising	*Sharon Schmitz	1) Work with advertisers to fill in contracts, payments, artwork. 2) Confirm Commercial Membership of interested Advertisers with Membership Chair 3) Work with Treasurer to invoice commercial members for ads. 4) Forward advertiser information to Editor.	1) Work with Commercial Advertisers and Editor as needed.	1) Work with advertisers to fill in contracts, payments, artwork. 2) Confirm Commercial Membership of interested Advertisers with Membership Chair 3) Work with Treasurer to invoice commercial members for ads. 4) Forward advertiser information to Editor.	1) Work with Commercial Advertisers and Editor as needed.	1) Work with Commercial Advertisers and Editor as needed.	1) Work with Commercial Advertisers and Editor as needed.	1) Work with advertisers to fill in contracts, payments, artwork. 2) Confirm Commercial Membership of interested Advertisers with Membership Chair 3) Work with Treasurer to invoice commercial members for ads. 4) Forward advertiser information to Editor.	1) Work with Commercial Advertisers and Editor as needed.	1) Work with Commercial Advertisers and Editor as needed.	1) Work with Commercial Advertisers and Editor as needed. Work with advertisers to fill in contracts, payments, artwork. 2) Confirm Commercial Membership of interested Advertisers with Membership Chair 3) Work with Treasurer to invoice commercial members for ads. 4) Forward advertiser information to Editor.	1) Remind/Communicate with Commercial Members of coming year's advertising opportunities in the Bulletin.	1) Work with Commercial Advertisers and Editor as needed.	
Editorial - Bulletin	*Kim Bremer	1) Q1 Articles due January 1. 2) Proofing	1) Q1 Bulletin to Printer February 1	1) Q2 Articles due March 15. 2) Proofing	1) Q2 Bulletin to Printer	1) 5/1: Annual Report Due to President	1) Attend Convention and network for purposes of new content and assistance from members.	1) Q3 Articles due July 26. 2) Proofing.	1) Q3 Bulletin to Printer		1) Q4 Articles due October 11. 2) Proofing	1) Q4 Bulletin to Printer. 2) Assemble New Cultivar Directory and send Printer		Procure articles for future Bulletins throughout.

Editorial - Nomenclature	*Kim Bremer, *Reiner Jakubowski, *Nate Bremer	Quarter Registrations to Website Manager for Peony Registry Update & Editor for publication in Q1 Bulletin	x	Quarter Registrations to Website Manager for Peony Registry Update & Editor for publication in Q2 Bulletin	x	x	x	Quarter Registrations to Website Manager for Peony Registry Update & Editor for publication in Q3 Bulletin	x	x	Quarter Registrations to Website Manager for Peony Registry Update & Editor for publication in Q4 Bulletin	New Cultivar Directory information and Images to Editor for layout	x	
Editorial - Proofing	*Jill Stevens, *Lois Girton	Work with Editor to proof articles for content, grammar and punctuation.	Work with Editor to proof articles for content, grammar and punctuation. Read and proof final copy from layout person for errors.	Work with Editor to proof articles for content, grammar and punctuation.	Work with Editor to proof articles for content, grammar and punctuation. Read and proof final copy from layout person for errors.	x	x	Work with Editor to proof articles for content, grammar and punctuation.	Work with Editor to proof articles for content, grammar and punctuation. Read and proof final copy from layout person for errors.	x	Work with Editor to proof articles for content, grammar and punctuation.	Work with Editor to proof articles for content, grammar and punctuation. Read and proof final copy from layout person for errors.	Work with Editor to proof articles for content, grammar and punctuation.	
Editorial - Publishing	*Covington Press - Steve Conklin	x	1) Q1 Bulletin layout, Print and Mail. 2) Bill to Editor and Treasurer 3) Provide proof to Webstie Manager to post	x	1) Q2 Bulletin layout, Print and Mail. 2) Bill to Editor and Treasurer. 3) Provide proof to Webstie Manager to post	x	x	x	1) Q3 Bulletin layout, Print and Mail. 2) Bill to Editor and Treasurer. 3) Provide proof to Webstie Manager to post	x	x	1) Q4 Bulletin & New Cultivar Directory layout, Print and Mail. 2) Bill to Editor and Treasurer. 3) Provide proof to Webstie Manager to post	x	
Editorial - Society News	*Jerri O'Connor	Contact and ask for Regional Society News to be printed in Bulletin. Submit news articles to Editor.	x	Contact and ask for Regional Society News to be printed in Bulletin. Submit news articles to Editor.	x	x	x	Contact and ask for Regional Society News to be printed in Bulletin. Submit news articles to Editor.	x	x	Contact and ask for Regional Society News to be printed in Bulletin. Submit news articles to Editor.	x	x	
Historical Resources	*Reiner Jakubowski	As inquires dictate.	As inquires dictate.	As inquires dictate.	As inquires dictate.	As inquires dictate.	As inquires dictate.	As inquires dictate.	As inquires dictate.	As inquires dictate.	As inquires dictate.	As inquires dictate.	As inquires dictate.	
International Outreach	*Cory Tischman, *Leena Liljestrand	Committee meeting and plan as needed.	Committee meeting and plan as needed.	Committee meeting and plan as needed.	Committee meeting and plan as needed.	1) 5/1: Annual Report Due to President 2) Committee meeting and plan as needed.	Committee meeting and plan as needed.	Committee meeting and plan as needed.	Committee meeting and plan as needed.	Committee meeting and plan as needed.	Committee meeting and plan as needed.	Committee meeting and plan as needed.	Committee meeting and plan as needed.	
Membership	*Linette Sorrentino	1) Process Renewals and New Memberships.	1) Process Renewals and New Memberships. 2) At end of month remove non-renewed members from website or have Website Manger do so. 3) Provide Membership Mailing list to Editor at printing time. 4) Provide BOD short membership report at quarterly meeting.	1) Process New Memberships and mail Bulletins commensurate with membership period.	1) Provide Membership Mailing list to Editor at printing time. 2) Process New Memberships and mail Bulletins commensurate with membership period.	1) 5/1: Annual Report Due to President 2) Process New Memberships and mail Bulletins commensurate with membership period.	1) Provide BOD membership report at quarterly meeting. 2) Process New Memberships and mail Bulletins commensurate with membership period.	1) Process New Memberships and mail Bulletins commensurate with membership period.	1) Provide Membership Mailing list to Editor at printing time. 2) Provide BOD short membership report at quarterly meeting. 3) Process New Memberships and mail Bulletins commensurate with membership period.	1) Process New Memberships and mail Bulletins commensurate with membership period.	1) Process New Memberships and mail Bulletins commensurate with membership period.	1) Provide Membership Mailing list to Editor at printing time. 2) Process New Memberships and mail Bulletins commensurate with membership period.	1) Provide BOD short membership report at quarterly meeting. 2) Process New Memberships and mail Bulletins commensurate with membership period.	

Officer - President	*Nate Bremer	1) Develop basic budget document. 2) President's Message to Editor. 3) Monitor Committees and Programs	1) Announce next BOD Meeting 2 weeks prior to meeting and request any written reports from Leadership. 2) Q1 BOD Meeting: Develop and distribute to BOD prior to meeting (at least one week): meeting agenda, prior meeting minutes, president's report, to-do list, online meeting links and announcements .	1) President's Message & Bulletin Board to Editor. 2) Monitor Committees and Programs	1) Monitor Committees and Programs.	1) Plan Annual General Membership Meeting: Greeting, Announcements, Elections, Agenda. 2) Monitor Committees and Programs	1) Attend Convention. 1a.) Welcome, State of Union, Thanks and Recognition, Preside over Annual General Membership Meeting, Provide Reports to membership, recruit volunteers 2) Q2 Board of Directors meeting at convention. 3) Ratification & Induction Meeting after AGMM 4) Monitor Committees and Programs	1) President's Message & Bulletin Board to Editor. 2) Provide reports to Website Manager to post on website and to Admin Storage. 3) Monitor Committees and Programs	1) Monitor Committees and Programs. 2) Q3 BOD Meeting: Develop and distribute to BOD prior to meeting (at least one week): meeting agenda, prior meeting minutes, president's report, to-do list, online meeting links and announcements .	1) Monitor Committees and Programs	1) Monitor Committees and Programs	1) To Editor: President's Message, Bulletin Board Announcements, Annual Report (Meeting Minutes summary, Financial Report). 2) Monitor Committees and Programs	1) Monitor Committees and Programs 2) Bylaw review. 3) Q4 BOD Meeting: Develop and distribute to BOD prior to meeting (at least one week): meeting agenda, prior meeting minutes, president's report, to-do list, online meeting links and announcements .	Answer questions and problem solve throughout year. Attend committee meetings upon request.
Officer - Recording Secretary	*Cory Tischman		1) Attend BOD Meeting; Record in written report content (Minutes) of BOD meeting. 2) Send Directors and Officers BOD Meeting Minutes for review within 1 week of past meeting. 3) Current meeting minutes are submitted for corrections by Directors and Officers (3 days) send minutes to President and place in Admin Storage on Website.				1) Attend BOD Meeting; Record in written report content (Minutes) of BOD meeting. 2) Send Directors and Officers BOD Meeting Minutes for review within 1 week of past meeting. 3) Current meeting minutes are submitted for corrections by Directors and Officers (3 days) send minutes to President and place in Admin Storage on Website. 4) Record in written report content (Minutes) of RATIFICATION AND INDUCTION Meeting and submit to President and Directors for approval. Place in Admin Storage on Website.		1) Attend BOD Meeting; Record in written report content (Minutes) of BOD meeting. 2) Send Directors and Officers BOD Meeting Minutes for review within 1 week of past meeting. 3) Current meeting minutes are submitted for corrections by Directors and Officers (3 days) send minutes to President and place in Admin Storage on Website.			1) Provide President with cumulative Minutes for the last Fiscal Year (June to June) for publication in the Bulletin.	1) Attend BOD Meeting; Record in written report content (Minutes) of BOD meeting. 2) Send Directors and Officers BOD Meeting Minutes for review within 1 week of past meeting. 3) Current meeting minutes are submitted for corrections by Directors and Officers (3 days) send minutes to President and place in Admin Storage on Website.	

