

# 2011 Wilmington Section Master Plan

2016

	July	August	September	October	November	December	
ISA							
WISA		Blue Rocks	27 Section Meeting	25 Section Meeting	To Be Determined		
Ex Comm		17 Ex Comm Mtg		13 Ex Comm Mtg		8 Ex Comm Dinner	
President	Turnover Meet with sec & treas Meet with prog chairs	10 Snsr Presidents column 10 Confirm Ex Comm 10 Ex Comm Agenda 17 Ex Comm food 17 Approve budget 17 Approve calendar 17 Approve chair notes 18 Reserve mtg rooms for yr 15 Submit annual report 15 Write history	5 Snsr Presidents column 5 Jan mtg room (DelTech)	5 Snsr Presidents column 6 Confirm Ex Comm 6 Ex Comm Agenda 13 Ex Comm food 14 Dec ExComm reservation	Snsr Presidents column	1 Snsr Presidents column 1 Confirm Ex Comm 1 Ex Comm Agenda	30 Quarterly Report
Pres-elect/Secretary	Turnover	19 Ex Comm Mtg notes	30 Quarterly Report	15 Ex Comm Mtg notes		10 Ex Comm Mtg notes	
Treasurer	Turnover Bank signature card 14 Mail Box 14 Balance checkbook Audit books	11 Mail box 11 Balance checkbook 11 Budget report 11 Sign Tax Exempt form	14 Mail box 14 Balance checkbook	13 Mail box 13 Balance checkbook 13 Budget report	13 Mail box 13 Balance checkbook 29 PO Box annual payment	10 Mail box 10 Balance checkbook 10 Budget report 28 Insurance	
Program Chair	Turnover	0 Blue Rocks 17 Check Speaker Gift stock 17 September Speaker 17 October Speaker 17 September Table Tops 17 October Table Tops	1 Snsr bio & topic 27 Section Meeting Food	1 Snsr bio & topic 25 Section Meeting Food N/A Jan speaker N/A Jan table tops N/A Jan mtg food (DelTech)	10 Feb speaker 10 Feb table tops	8 Mar speaker 8 Mar table tops	
Newsletter / Postcard		N/A Sensor N/A Postcard	13 Sensor 16 Postcard	11 Sensor 14 Postcard	N/A Sensor N/A Postcard	25 Sensor 25 Postcard	
Webmaster	15 Update website	15 Update website	15 Update website	15 Update website	15 Update website	15 Update website	
Marketing Chair (Show)							
Scholarship Chair				5 Snsr scholarship notice	5 Snsr scholarship notice	5 Snsr scholarship notice	
Awards Chair							
Education Chair Golf Chair Golf Chair Membership Chair Student Liason Shrimpboil Chair	New member report	17 National award nom New member report	National award form 27 Welcome new members	Snsr scholarship notice 13 New member report	Snsr scholarship notice	Snsr scholarship notice 8 New member report	

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2016

	January	February	March	April	May	June
ISA						
WISA	10 IEEE Joint Meeting IEEE selects topic & meeting location	28 Section Meeting	28 Section Meeting	25 Shrimp Boil	23 Meeting	27 Picnic
Ex Comm		9 Ex Comm Mtg		13 Ex Comm Mtg		8 Ex Comm Mtg
President	5 Snsr Presidents column	5 Snsr Presidents column 2 Confirm Ex Comm 2 Ex Comm Agenda 9 Ex Comm food  Scholarship award	5 Snsr Presidents column 28 Order Shrimp Boil Books  30 Quarterly Report	5 Snsr Presidents column 6 Confirm Ex Comm 6 Ex Comm Agenda 13 Ex Comm food	5 Snsr Presidents column	5 Snsr Presidents column 1 Confirm Ex Comm 1 Ex Comm Agenda 8 Submit chair notes 8 ExComm food 27 Picnic food  15 Send ExComm Names to ISA 29 Quarterly Report
Pres-elect/Secretary		11 Ex Comm Mtg notes		15 Ex Comm Mtg notes		8 Submit chair notes 10 Ex Comm Mtg notes
Treasurer	12 Mail box 12 Balance checkbook	9 Mail box 9 Balance checkbook 9 Budget report	1 Registered Agent fee 9 Mail box 9 Balance checkbook	13 Mail box 13 Balance checkbook 13 Budget report	11 Mail box 11 Balance checkbook 11 Taxes 11 ISA Tax Report	8 Mail box 8 Balance checkbook 8 Budget report 8 Submit chair notes 27 Picnic bills 27 Scholarship
Program Chair	1 Snsr bio & topic  12 Shrimp Boil sponsors	1 Snsr bio & topic 28 Section Meeting Food  9 May speaker 9 May table tops	1 Snsr bio & topic 28 Section Meeting Food		1 Snsr bio & topic 23 Section Meeting Food	
Newsletter / Postcard		14 Sensor 17 Postcard	14 Sensor 17 Postcard	11 Sensor 14 Postcard	9 Sensor 12 Postcard	13 Sensor 8 Submit chair notes 16 Postcard
Webmaster	15 Update website	15 Update website	15 Update website	15 Update website	15 Update website	15 Update website 8 Submit chair notes
Marketing Chair (Show)						
Scholarship Chair						8 Submit chair notes
Awards Chair	3 District award nom	3 District award form	28 Order plaques	18 Plaques 25 Awards @ Shrimp Boil		8 Submit chair notes
Education Chair Golf Chair Golf Chair Membership Chair Student Liason Shrimpboil Chair		## New member report	New member report	1 New member report Shrimp boil	6 New member report Review applications	14 New member report 9 Announce scholarship