

WBEA Position Newsletter Editor  
 Presented By Eric Swenson, Montana  
 (Name and STP)

Agenda Item No. \_\_\_\_\_  
 Date June 29, 2008

## Newsletter Editor Program of Work Report 2008-2009

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### Summary of Year's Activities:

Deadline	Procedures Manual Reference	Tasks to Perform	Accomplished
June 2008	NA	Read Program of Work, Procedures Manual, Bylaws, and Articles of Incorporation.	✓

### Overview of Objectives Still to be Completed:

Deadline	Procedures Manual Reference	Tasks to Perform	Accomplished
Ongoing	1020	Maintain NBEA/WBEA membership	
As needed	3110.19	Obtain stationery and envelopes from President.	
July 2008	NA	Attend Summer Executive Committee meeting in Reno, Nevada	
August 2008	6030.4.d	Renew mailing permit with the post office	
August 2008	A6030	Requested articles from WBEA Executive Committee members for Fall Issue	
August 2008	4040.4	Requested articles from WBEA representative to NBEA for Fall Issue	
August 2008	5020.6	Requested articles from STP Presidents for Fall Issue	
August 2008	6010.2.b	Requested articles for awards, newsletter, and scholarship for Fall Issue	
August 2008	6050.6	Requested articles from Legislative Director for Fall Issue	
August 2008	6020.2.d	Requested articles from Membership Director for Fall Issue	
August 2008	3160	Requested articles from Past President for Fall Issue	
<b>September 1, 2008</b>	<b>A6030.4</b>	<b>Deadline for Fall issue</b>	
September, 15 2008	6030.4.h/6030.4.i	Publish Fall Issue of WBEA Newsletter	
September 15, 2008	6030.4.h/6030.4.i	Submit Full Fall Issue to Telecommunications Chair	

<b>Overview of Objectives Still to be Completed:</b>			
<b>Deadline</b>	<b>Procedures Manual Reference</b>	<b>Tasks to Perform</b>	<b>Accomplished</b>
November 2008	A6030	Requested articles from WBEA Executive Committee members for Winter Issue	
November 2008	4040.4	Requested articles from WBEA representative to NBEA for Winter Issue	
November 2008	5020.6	Requested articles from STP Presidents for Winter Issue	
November 2008	6010.2.b	Requested articles for awards, newsletter, and scholarship for Winter Issue	
November 2008	6050.6	Requested articles from Legislative Director for Winter Issue	
November 2008	6020.2.d	Requested articles from Membership Director for Winter Issue	
November 2008	3160	Requested articles from Past President for Winter Issue	
<b>November 15, 2008</b>	<b>A6030.4</b>	<b>Deadline for Winter issue</b>	
December 1, 2008	6030.4.h/6030.4.i	Publish Winter Issue of WBEA Newsletter	
December 1, 2008	6030.4.h/6030.4.i	Submit Full Winter Issue to Telecommunications Chair	
February 13-16, 2009	NA	Attend WBEA Conference in Coeur d'Alene, Idaho	
February 14, 2009	NA	Provide oral report to Executive board on major Program of Work tasks accomplished	
February 13-16, 2009	NA	Request/take pictures of new officers and other appropriate photos to be included in newsletter	
March 2009	A6030	Request Conference report from President for Spring issue	
March 2009	A6030	Request articles from WBEA Executive Committee members for Spring Issue	
March 2009	4040.4	Request articles from WBEA representative to NBEA for Spring Issue	
March 2009	5020.6	Request articles from STP Presidents for Spring Issue	
March 2009	6010.2.b	Request articles for awards, newsletter, and scholarship for spring Issue	
March 2009	6050.6	Request articles from Legislative Director for Spring Issue	
March 2009	6020.2.d	Request articles from Membership Director for Spring Issue	
March 2009	3160	Request articles from Past President for Spring Issue	
April 8-11, 2009	NA	Attend the 2009 NBEA Annual Convention in Chicago, Illinois (optional)	
<b>April 15, 2009</b>	<b>A6030.4</b>	<b>Deadline for Spring issue</b>	
May 1, 2009	6030.4.h/6030.4.i	Publish Spring Issue of WBEA Newsletter	
May 1, 2009	6030.4.h/6030.4.i	Submit Full Spring Issue to Telecommunications Chair	
<b>Additional Challenges and Issues:</b>			
Due to the fact the 2009 NBEA Annual Convention will take place immediately preceding the April 15, 2009 deadline for the Spring issue, I will grant a deadline extension for the WBEA President and NBEA Representative of April 20, 2009.			