



## Midwest Region Administrative Schedule of Activities – 2010

### January

- 1<sup>st</sup> -- (no later than) – E-Mail out the NCCC proxy form to each club Governor – RE
- 5<sup>th</sup> -- 2011 NCCC Convention planning meeting at Tinley Park Convention Center, call in information TBA
- 15<sup>th</sup> -- (or earlier) – Sanction Event Requests mailed to RCD – Governors (RCD will take care of for 2010)
- 15<sup>th</sup> -- (no earlier than) – Submit “permanent” Competition Number Requests to RCD – membership

### February

- 1<sup>st</sup> -- Obtain five properly completed NCCC proxies from each club Governor – RE
- 4<sup>th</sup> -- 2011 NCCC Convention planning meeting at Tinley Park Convention Center, call in information TBA
- 15<sup>th</sup> -- Cut off for mailing (postmark) “permanent” Competition Number requests
- 27<sup>th</sup> -- Regional Meeting at National Governors Meeting – RE
- 27<sup>th</sup> -- (no later than) - Annual Financial Audit – RT
- 27<sup>th</sup> -- Regional Party status – Regional Club Champion
- 27<sup>th</sup> -- Clubs interested in hosting the MWRCS should announce their interest at the first MWR Regional Meeting of the calendar year -- Governors
- 27<sup>th</sup> -- Destroy recent Officer Election ballots – RS

### March

- 1<sup>st</sup> -- Deadline to submit a written MWRCS bid to the MWR-RCD – Governors (NOTE: The intent is for a proposal to be submitted at the February 27<sup>th</sup> MWR meeting to make this the final deadline to submit a bid and if no bids are submitted by this time, the MWRCS would be replaced with an alternative based on highest average points in a Speed Event Class, most total points in Rallyes and most total points in a Concours Class. Travel points would not be included.) Proposal passed
- 2<sup>nd</sup> -- 2011 NCCC Convention planning meeting at Tinley Park Convention Center, call in information TBA
- 6<sup>th</sup> -- (no later than) – E-Mail draft of Feb Regional meeting minutes to RE, RMD & RCD – RS
- 8<sup>th</sup> -- (no later than) – Return Regional meeting minutes w/corrections to RS – RE, RCD & RMD
- 10<sup>th</sup> -- E-Mail final Feb Regional meeting minutes to Governors and MWR officers – RS
- 13<sup>th</sup> -- Regional Meeting 2:00 PM at Tinley Park Convention Center/Holiday Inn (Regional Party site) – RE. Tour of the Convention facilities to follow at 3:30 PM
- 13<sup>th</sup> -- Midwest Regional Party hosted by Windy City at the Tinley Park Convention Center/Holiday Inn
- 15<sup>th</sup> -- Submit MWR article for Blue Bars, Cover April 1 to July 31 – RE, RCD & RMD
- 15<sup>th</sup> -- E-Mail or Mail “permanent” Competition Number assignments – RCD
- 15<sup>th</sup> -- (no later than) RCD to distribute ballots to vote on any MWRCS bids

### April

- 1<sup>st</sup> -- (no later than) MWR-RCD announce the results of any voting on a MWRCS for 2010
- 6<sup>th</sup> -- 2011 NCCC Convention planning meeting at Tinley Park Convention Center, call in information TBA

### May

- 1<sup>st</sup> -- Regional Meeting at National Governors Meeting – RE
- 1<sup>st</sup> -- Second deadline to submit a written MWRCS bids to RCD if none were submitted by March 1<sup>st</sup> – Governors (Note: This is subject to being eliminated at February 27<sup>th</sup> meeting)
- 1<sup>st</sup> -- Announce interested MWRCS host clubs – Governors See note above
- 1<sup>st</sup> -- Establish Officer Nominating Committee – RE
- 1<sup>st</sup> -- 2011 Convention Merchandise Committee present proposed convention merchandise
- 4<sup>th</sup> -- 2011 NCCC Convention planning meeting at Tinley Park Convention Center, canceled
- 8<sup>th</sup> -- (no later than) MWR-RCD announce the results of any voting on a MWRCS for 2010 (See May 1<sup>st</sup> Note)
- 14<sup>th</sup> -- (no later than) – E-Mail draft of May Regional meeting minutes to RE, RCD & RMD – RS
- 17<sup>th</sup> -- (no later than) – Return Regional meeting minutes w/corrections to RS – RE, RCD & RMD
- 21<sup>st</sup> -- E-Mail final May Regional meeting minutes to Governors and MWR Officers – RS
- 22<sup>nd</sup> – 23<sup>rd</sup> – MWR Fund Raiser -- RCD
- 31<sup>st</sup> -- Submit MWR article for Blue Bars – RE, RCD & RMD. Cover through end of 2010

### June

- 1<sup>st</sup> -- 2011 NCCC Convention planning meeting at Tinley Park Convention Center, call in information TBA



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### July

- 6<sup>th</sup> -- 2011 NCCC Convention planning meeting at Tinley Park Convention Center, call in information TBA
- 21<sup>st</sup> -- Perform 1<sup>st</sup> Competition Points Audit (prior to Convention) – RCD
- 23<sup>rd</sup> - 30<sup>th</sup> – National Convention in Palm Beach, FL (Notes: 1. Display/sell 2011 merchandise starting 9/30.)

### August

- 3<sup>rd</sup> -- 2011 NCCC Convention planning meeting at Tinley Park Convention Center, call in information TBA
- 31<sup>st</sup> -- Submit MWR article to Blue Bars – RE. Note: There will be no region news in this issue

### September

- 7<sup>th</sup> -- 2011 NCCC Convention planning meeting at Tinley Park Convention Center, call in information TBA
- 11<sup>th</sup> -- Regional Meeting at National Governors Meeting – RE. Display and sell 2011 merchandise
- 11<sup>th</sup> -- Submit Officer nominations – Nominating Committee
- 11<sup>th</sup> -- Establish an Awards Committee – RE
- 11<sup>th</sup> -- Confirm and approve Sanction meeting date and location - RE
- 11<sup>th</sup> -- (prior to MWRCS) Perform 2<sup>nd</sup> Competition Points Audit – RCD
- 12<sup>th</sup> -- MWRCS qualifying cutoff date – RCD
- TBD – (no later than) All MWRCS qualifiers to be notified -- RCD
- 21<sup>st</sup> -- Prepare and mail Officer Ballots – RE
- 21<sup>st</sup> -- (no later than) – E-Mail draft of Sept Regional meeting minutes to RE, RCD & RMD – RS
- 26<sup>th</sup> -- (no later than) – Return Regional meeting minutes w/corrections to RS – RE, RCD & RMD

### October

- 1<sup>st</sup> -- E-Mail final September Regional meeting minutes to Governors and MWR Officers – RS
- 2<sup>nd</sup> -3<sup>rd</sup> -- MWRCS
- 5<sup>th</sup> -- 2011 NCCC Convention planning meeting at Tinley Park Convention Center, call in information TBA

### November

- 2<sup>nd</sup> -- 2011 NCCC Convention planning meeting at Tinley Park Convention Center, call in information TBA
- 13<sup>th</sup> -- Applications for MWR Appointed Officer(s) to be accepted by the RE prior to the MWR meeting. The RE will announce the MWR Appointed Officer(s) at the first MWR meeting of 2011.
- 13<sup>th</sup> -- Regional Meeting at National Governors Meeting – RE (display and sell 2011 merchandise)
- 13<sup>th</sup> -- Bring MWR Officer Election ballots to MWR Governors Meeting – RS
- 13<sup>th</sup> -- Appoint Teller committee to count ballots -- RE
- 13<sup>th</sup> -- Announce Officer Election results – RE
- 13<sup>th</sup> -- Appoint Annual Financial Audit Committee – RT
- 13<sup>th</sup> -- (prior to Sanctioning Meeting) Perform 3<sup>rd</sup> Competition Points Audit – RCD
- 13<sup>th</sup> -- Tentative Regional Sanctioning Meeting – RCD
- 13<sup>th</sup> -- Get Governors' approval for MWRCS and NCCC Points awards budgets - RE
- 13<sup>th</sup> -- Regional Party Budget/Plan Review – Regional Club Champion
- 13<sup>th</sup> -- Applications for MWR Appointed Officer(s) to be submitted to the MWR-RE prior to the November MWR Meeting. RE with recommendations from the MWR elected officers and approval from the MWR Governors will announce the MWR Appointed Officer(s) at the first MWR meeting of the year.
- 13<sup>th</sup> -- Distribute "permanent" Speed event number request forms to Governors – RCD
- 13<sup>th</sup> -- Determine next year's Regional meeting dates – RE
- 13<sup>th</sup> -- Begin to accept bids for the MWRCS – RCD
- TBA -- (no later than) – Return renewal materials to RMD – Governors (See renewal packet for deadlines)
- 25<sup>th</sup> -- (no later than) – E-Mail draft of Nov Regional meeting minutes to RE, RCD & RMD – RS
- 29<sup>th</sup> -- (no later than) – Return Regional meeting minutes w/corrections to RS – RE, RCD & RMD
- 30<sup>th</sup> -- Submit MWR article for Blue Bars – RE, RCD & RMD (covers late January, 2011 to late May, 2011)

### December

- 1<sup>st</sup> -- Renewal Materials sent to National VP of Membership – RMD
- 3<sup>rd</sup> -- E-Mail final November Regional meeting minutes to Governors and MWR Officers – RS
- 7<sup>th</sup> -- 2011 NCCC Convention planning meeting at Tinley Park Convention Center, call in information TBA
- 15<sup>th</sup> -- Send Region Mailing list to MWR Governors, MWR Officers and NCCC Secretary – RMD
- 31<sup>st</sup> -- Update MWR Standing Rules and place on the MWR Website

Definitions: RE – Regional Executive, RS – Regional Secretary, RT – Regional Treasurer, RCD – Regional Competition Director, RMD – Regional Membership Director, RW – Regional Webmaster, RNE – Regional News Letter Editor