

# 2010 OAR PLANNING DATES 2/22/10:rj 3/2/10-rev:rj

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<b>OHIO REALTOR</b>	Monthly publication (to membership. Copy to Nikki by first working day of the month prior to publication. Articles also posted on Web Site. Published electronically 6 times a year.
<b>E-CONNECTIONS</b>	Weekly e-mail to all members (copy created/coordinated through Communications staff)
<b>EXECUTIVE E-MAIL</b>	Weekly e-mail to Executive Committee members (copy to Lisa Thursday mornings)
<b>COMMERCIAL CONNECTION</b>	Monthly e-mail to Commercial members
<b>DISTRICT VP NEWS</b>	Published via E-Connections after Winter Conference, Spring Conference and Convention (personalized from DVP's)
<b>OAR WEB SITE</b>	Documents/items on Web Site updated daily. See Nikki for assistance <a href="http://www.ohiorealtors.org">www.ohiorealtors.org</a>
<b>NRDS DATA BASE</b>	Updated to Membership Records System (MIS staff-Weekly)
<b>ODRE RECORDS</b>	Updated to Membership Records System (MIS staff-Weekly)
<b>NEW MEMBER MAILINGS</b>	Monthly to new members (initiated by Shirley, coordinated by Robin S)
<b>GROUP MEETINGS</b>	Individually scheduled by Group
<b>SENIOR STAFF MEETINGS</b>	As Scheduled (see attached list)
<b>STAFF MEETINGS</b>	As Scheduled (see attached list)
<b>CHECK RUNS</b>	Checks processed on the 15 <sup>th</sup> and last day of each month (invoices to Shauna the day before scheduled runs)
<b>TIME SHEETS</b>	To Shauna within 4 days of pay period end date

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## JANUARY, 2010

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1	<b>OAR Office Closed (New Year's Holiday)</b>
1	Renewal: Building Insurance (Huntington Insurance formerly Archer-Meek-Weiler)
1	401-K Plan Enrollment (for new eligible staff members)
4	Begin Association Financial Audit Process
4	Forum Highlights Published with E-Connections

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- 4 Update New Member Welcome Letter
  - 4 Winter Conference Pre-Registration Deadline
  - 6 Staff Meeting (Pre-Winter Conference) - 2:30 p.m.
  - 9 Pack for Winter Conference
  - 10-12 OAR Winter Conference (Hilton at Easton)**
  - 10 OAR Executive Committee Meeting
  - 12 OAR Executive Committee Meeting  
OAR Board of Directors Meeting
  - 13-15 Unload Truck/Office Clean-up/Purge Files (casual dress)
  - 15 Education Mailing (10-hour Post Licensure/Sales-March)
  - 15 Education Mailing (Short Sales & Foreclosures-SFR)
  - 15 Education Mailing (Green Designation-Cleveland/Columbus-March/April)
  - 18 Education Mailing (ABR-Cleveland-March)
  - 19 Legislative Conference Promotional Material Generated
  - 21 Staff Meeting (Post-Winter Conference & 401-K Update) - 2:30 p.m.
  - 25-27 Bob Fletcher/Doug McCloud (Washington DC)
  - 25 Home Sales Statistics News Release Generated
  - 27 Property Management Course-3 hour (OAR Office)
  - 28 Short Sales/Foreclosures-SFR Course (OAR Office)
  - 29 Update Code of Ethics Brochure (if needed)
  - 29 Update OAR Policy Manual (if needed)
  - 29 Minutes from Winter Conference Meetings completed and posted on Web Site
  - 29 RPAC (2009 Annual) Campaign Report Filed with Secretary of State's Office

- 29 John Hancock Year End Report distributed to 401-K Plan Participants  
401-K 2% Deposit to Eligible 401-K Plan Participant Accounts  
401-K Asset Management Fees Reimbursed to Staff
- 29 W-2s Distributed to Staff & 1099s Generated
- 29 OSHA Form 300 Posted
- 29 (Feb. 1) JCARR Reports Filed

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**FEBRUARY, 2010**

- 1 Renewal: Dun & Bradstreet Renewal
- 1 2010 Planning Calendar Distributed this month
- 1 Begin Vacation Scheduling
- 1 Yellow/White Page Ad Renewal (published in July)
- 1 Begin Convention Exhibitor Information
- 4 Short Sales/Foreclosures-SFR Course (CABOR)
- 8 Convention Committee Web Conference Call - 11:00 a.m.
- 9 Legislative Conference Hotel Deadline
- 10 Education Mailing (SRES-Cleveland-April)
- 11 Valentine's Day Luncheon -12:00 noon (3<sup>rd</sup> floor kitchen)
- 11 Short Sales/Foreclosures-SFR Course (OAR Office)
- 11 Pension Trustees Conference Call - 10:00 a.m.
- 14 Valentine's Day
- 15 **OAR Office Closed (Presidents' Day)**
- 18 **Executive Committee Conference Call (10:00 a.m.)**

- 19 Open Enrollment Begins for Staff Health & Dental Insurance  
Dental Renewal 3-1-10 Health Renewal 3-25-10
- 21 OAR Dues Deadline
- 23 Education Mailing (Appraisal-May)
- 24 Short Sales/Foreclosures-SFR Course (Toledo)
- 26 Home Sales Statistics News Release generated
- 26 Deadline: Legislative Conference Registration

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**MARCH, 2010**

- 1 Renewal: Dental Insurance (Met Life)
- 1 Renewal: Anthem Life Insurance
- 1 Renewal: NAR E&O Insurance
- 1 Renew Licensing for On-Hold Tapes
- 1 RPR Meeting (OAR Office)
- 2 Reminder...Use Ceridian Flexible Benefits Money by 3/31/10
- 2-3 OAR Legislative Conference (Columbus Renaissance Hotel)**
- 4 Short Sales/Foreclosures-SFR Course (OAR Office)
- 8 Short Sales/Foreclosures-SFR Course (CABOR)
- 8 Convention Committee Meeting (Cincinnati Board Office)
- 9-10 Appraisal-USPAP & Report Writing Courses (OAR Office)
- 9-11 Green Designation Course (CABOR)
- 11 (t) Staff Meeting Re: Insurance - 2:30 p.m.
- 12 Notice of Delinquent (dues) Members to Local Boards
- 14 Daylight Saving Time Begins... Set Clocks Forward

- 15 Begin Spring Conference Schedule/Registration Info
- 15 Update REALTOR of the Year (ROTY) Award Application
- 15 Update Presidents Sales Club (PSC) Award Application
- 16 Senior Staff Meeting - 10:00 a.m.
- 17-18 10-Hour Post Licensure/Salespeople (OAR Office)
- 18 **Executive Committee Conference Call - 10:00 a.m.**
- 19 Administrative Fees to Local Boards for Dues Collection (1<sup>st</sup> check run)
- 22 Spring Conference Registration Information Generated
- 23 Home Sales News Release Generated
- 23 Short Sales/Foreclosures-SFR Course (OAR Office)
- 24-26 ABR Course (Cleveland)
- 25 Renewal: Health Insurance (Anthem Blue Cross/Blue Shield)
- 29 RPAC Trustees Conference Call
- 30 Short Sales/Foreclosures-SFR Course (OAR Office)
- 31 Vacation Schedule Posted

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**APRIL, 2010**

- 1 Renewal: Flexible Benefits Plan (Ceridian)
- 1 Penalty for Boards without 95% of Dues paid & Forfeiture of Entitlement to Administrative Fees
- 1 ROTY Form to Local Boards
- 2 **OAR Office Closed at Noon (Good Friday)**
- 4 Easter Sunday
- 5 Education Mailing (Industry Update Seminars-June)

- 7 Certified Letters to Delinquent Boards notifying them of no Director vote at Spring Conference
- 10-11 NAR Nationwide Open House Weekend**
- 5-9 (t) Professional Standards Administrator-CPSA Training (2 ½ days) (OAR Office)
- 13 Senior Staff Meeting - 10:00 a.m.
- 15 Final Payment of Administrative Fees to Boards
- 15 IRS Tax Filing Deadline
- 16 Association Financial Audit Completed
- 16-20 NAR AE Institute (Quebec City)**
- 19 Education Mailing (NAR Commercial Course-June)
- 21-22 SRES Course (CABOR)
- 21 Administrative Professionals Day
- 22 Take Your "Child" to Work Day
- 22 Executive Committee Conference Call - 10:00 a.m.**
- 22 Home Sales Statistics News Release Generated
- 22 RPAC (Pre-Primary) Campaign Report Filed with Secretary of State's Office
- 26 Begin Spring Conference Agendas/Backup
- 27-29 Green Designation Course (OAR Office)
- 27-29 Mediation Skills I & II (OAR Office)
- 30 John Hancock Quarterly Report Distributed to 401-K Plan Participants
- 30 Hotel Deadline: Spring Conference

- 1 BWC - MCO Open Enrollment this month
- 3 OAR President's Sales Club Application published in OHIO REALTOR  
(and posted on Web Site) (see PSC Task Force Report for changes)
- 3 Begin Staff Schedule for Spring Conference
- 3 Committee Agendas/Backup to Committee Secretaries
- 3 Request Judges from DVP's for REALTOR of the Year Award
- 3 Check Poster Printer/Copier Supplies
- 4 Fire Extinguishers/Hoses Serviced this month
- 4 Ohio Primary Election...VOTE
- 4-5 Appraisal USPAP & CE Course (OAR Office)
- 7 Distinguished Service Award (DSA) Information Generated
- 7 Committee Charge Status Reports to Bob
- 10 Check on OAR Envelope & Paper Supply
- 10 Forum Highlights Published with E-Connections
- 10 Committee Agendas/Backup to Copy Center (if necessary)
- 10-15 NAR Mid-Year/Legislative Meetings & Hill Visits (Washington, DC)**
- 11 Education Mailing (Appraisal CE-July)
- 13 Committee & Director Agendas and Support Material distributed for meetings  
planned during the Spring Conference (and posted on Web Site)
- 17 Tomorrow's Leaders Today (TLT) Letters to Local Boards
- 18 Spring Conference Pre-Registration Deadline
- 18 Education Mailing (10-Hour Post Licensure/Sales-July)
- 19 Staff Meeting (Pre-Conference) - 2:30 p.m.
- 21 Pack for Spring Conference

- 21 NAR Meeting Summary Posted on Web Site
- 23-25 OAR Spring Conference (Hilton @ Easton)**
- 23 OAR Executive Committee Meeting
- 24 Home Sales Statistics News Release Generated
- 25 OAR Executive Committee Meeting  
OAR Board of Directors Meeting
- 26-28 Unload Truck/Office Clean-up Days (casual dress)
- 26 2011 NAR Committee Request Deadline
- 28 JCARR Reports filed
- 31 OAR Office Closed (Memorial Day)**

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**JUNE, 2010**

- 1 National Homeownership Month Begins
- 1 Columbus Fire Dept Inspection this Month
- 1 REALTOR of the Year Award (Postmark) Deadline
- 1 Update Convention Registration Form for July OHIO REALTOR
- 1 Begin Creating CEO/CSO Symposium Registration Flyer
- 4 Begin Professional Development Planning for 2011
- 7 Budget Worksheets Distributed to Staff from Shauna
- 7 Look @OAR Reference Guide for possible content/format changes
- 7 Begin OAR Policy Manual Revisions (if needed after Spring Conference)
- 7 Mail ROTY Applications to Judges
- 7 Begin Convention Registration Meeting Set-up in iMIS
- 9 Think about Convention Giveaways

- 9 Order Convention Registration Envelopes & Supplies
- 9 Education Mailing (Commercial Green Designation Class-August)
- 10 Post Conference Staff Meeting (& 401-K Update) - 2:30 p.m. (OAR Office)
- 11 Minutes from Spring Conference Completed and posted on Web Site
- 11 RPAC (Post-Primary) Campaign Report Filed with Secretary of State's Office
- 14 Industry Update Seminar (Dayton)
- 15 Industry Update Seminar (Cincinnati)
- 16 NAR Commercial Signature Class: Working with Investors... (OAR Office)
- 16-18 OAR Association Executives Seminar (Polaris Hilton-Columbus)**
- 17 Executive Committee Conference Call - 10:00 a.m.**
- 18 Budget Worksheets from Staff to Shauna
- 28 (t) Hotel Deadline - CEO/CSO Symposium
- 21 Create Script for Message on Hold Tape (promote Convention)
- 21 Industry Update Seminar (Toledo/Perrysburg)
- 22 E-Mail Convention Registration Forms to Past Attendees
- 22 Industry Update Seminar (Cleveland)
- 22 Home Sales Statistics News Release Generated
- 24 Begin 2011 OAR Calendar for CEO/CSO Symposium
- 25 Preliminary 2011 Budget from Shauna to Bob
- 28 Industry Update Seminar (Columbus Board)
- 29 Senior Staff Meeting - 10:00 a.m.
- 30 ROTY Judging Deadline

- 1 OAR Convention Registration Information published in OHIO REALTOR/on Web
- 1 401-K Plan Enrollment (for new eligible staff members)
- 2 & 5 OAR Office Closed (Independence Day Holiday)**
- 3 Staff/Family Event - Red, White & Boom Celebration - 7:00 p.m. (optional)
- 6 Convention Special Invitations Generated
- 6 Check Ribbon/Badge Supplies needed for Convention
- 6 REALTOR of the Year (ROTY) Congratulations Letters Generated
- 6 NAR Director Nomination Information Generated
- 7-8 Staff Meetings with Bob & Shauna RE: 2011 Budget Projections
- 12 Gather Candidate Info for Phil Barnes RPAC Award  
-announce/award @ OAR Convention
- 15 Affiliate Dues Bills Generated
- 16 Budget Projections from Shauna to Bob  
(including changes from staff meetings with Bob)
- 19-20 (t) CEO/CSO Symposium (location tbd)**
- 20 Education Mailing (Green Designation-September)
- 20-21 Appraisal CE Course (OAR Office)
- 21 OAR President's Sales Club Application Deadline (postmark date)**
- 22 Executive Committee Conference Call - 10:00 a.m.**
- 22 Home Sales Statistics News Release Generated
- 22 Mail Proposed Budget to Finance Committee Members
- 27 Education Mailing (Appraisal-October)
- 27-28 10-Hour Post Licensure/Salespeople (OAR Office)

- 30 John Hancock Quarterly Report Distributed to 401-K Plan Participants
- 30 401-K Plan IRS 5500 Filing Deadline
- 30 RPAC (Semi-annual) Campaign Report filed with Secretary of State's Office
- 31 PSC Late Application (Postmark) Deadline

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**AUGUST, 2010**

- 2 Education Mailing (GRI 100, 200 & 300/October-November)
- 2 Certificate of Merit Award Deadline
- 2 Distinguished Service Award (DSA) Deadline
- 3 Begin Annual Legislative Report
- 3 Begin Executive Committee Agenda/Backup for August Meeting
- 4 **Finance Committee Meeting - 10:00 a.m. (OAR Office)**  
**-Review Proposed 2011 Budget**
- 4 E-Mail Presidents Sales Club (PSC) Award Congratulations Letters/Certificates  
(with Convention Registration Form link) (see PSC Task Force Report for changes)
- 5-6 **NAR Leadership Summit -Bob Fletcher & Meg Hudson (Chicago)**
- 9 Order Poster Printer, Color Copier Toner & Convention Supplies
- 9 Convention Executive Committee & Past Presidents Dinner Invites
- 9 Begin PSC Booklet
- 10 Senior Staff Meeting - 10:00 a.m.
- 10 Convention Hotel Deadline (Hyatt Regency)
- 10 Early Bird Convention Registration Deadline (if applicable)
- 12 Education Mailing (Resort & 2<sup>nd</sup> Home-Firelands/October)
- 13 Promotion & Advertising Contest Deadline

13	Excellence in Community Service Award Deadline
13	Notice to Local Boards Re: Dues Billing Service
13	Leadership Conference Invitations Generated
15	RPAC 100% Participation Deadline (recognition at OAR Convention)
16	Begin Agendas/Backup for Convention Committee Meetings
16	Begin Staff Schedule for Convention
17	Mail Executive Committee Agenda and Backup (include 2011 Proposed Budget)
18	Commercial Green Designation Course (OAR Office)
20	Ohio NAR Director Nomination Internal Deadline
20	Committee Charge Status Reports to Bob
<b>21-24</b>	<b>ASAE Convention (Los Angeles)</b>
23	Agendas/Backup to Committee Secretaries
24	Home Sales Statistics News Release Generated
26	Annual Legislative Report Ready for Printing
<b>tbd</b>	<b>OAR Executive Committee Meeting (2011 Budget) (location tbd)</b>
26	Agendas/Backup to Copy Center (if necessary)
30	Forum Highlights with E-Connections
31-Sept. 1	10-Hour Post Licensure/Brokers (OAR Office)

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**SEPTEMBER, 2010**

1	Committee & Director Agendas and Support Material distributed for meetings planned during the Convention (& posted on Web Site)
1	Convention Pre-Registration Deadline
3	Proposed Budget Posted on Web Site (cover sheets mailed with Director Packet)

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- 6                    **OAR Office Closed (Labor Day)**
  - 7-8                **Convention Registration Packet Assembly (Support Staff Assistance Required)**
  - 8                    *Convention Last Minute Notice Generated*
  - 8                    *Staff Meeting (Pre-Convention) - 2:30 p.m.*
  - 9                    *Pack for Convention/Load Truck in afternoon*
  - 10                  *Truck to Cincinnati & Unload*
  - 11                  *Set Up at Exhibit Booths & Registration Area*
  - 12-15              **OAR Convention (Cincinnati)**
  - 12                  *Spokesperson Training (Cincinnati)*
  - 14                  *OAR Executive Committee Meeting (Cincinnati)*
  - 15                  *OAR Board of Directors Meeting (Proposed 2011 Budget Presented)*
  - 16-17              *Office Clean-Up (casual dress)*
  - 17                  *Order Leadership Conference Badges & Executive Committee Nameplates*
  - 17 (t)              *Hotel Deadline - Leadership Conference*
  - 22                  *Education Mailing (SRES-December)*
  - 23                  *Staff Meeting (Post Convention) - 2:30 p.m.*
  - 23                  *Home Sales Statistics News Release Generated*
  - 28                  *Education Mailing (Appraisal CE/December)*
  - 28-30              *Green Designation Course (location tbd)*
  - 29-Oct 1           **Michigan Convention (Mt. Pleasant, MI)**
  - 30                  *Minutes from Convention Completed & Posted on Web Site*
  - 30                  *JCARR Reports Filed*

- 1 United Way Campaign this Month
- 1 Renewal: Staff Life, AD&D & LTD Insurance (Prudential)
- 1 2011 OAR Committee Information in OHIO REALTOR & on Web
- 4 Update Committee Function Sheets
- 4 Begin Ohio Party Promo for NAR Convention
- 4 Year End RPAC Campaign Cut-off Date (moved from 12/1)
- 5 Education Mailing (10-Hour Post Licensure/Salespeople-December)
- 5 Senior Staff Meeting - 10:00 a.m.
- 5-6 Appraisal CE Class (OAR Office)
- 7 Begin 2011 Calendar for Leadership Conference
- 8 Professional Development Flyer Dates through Year End from Deanna to Robin
- 11 Post Office Closed - Columbus Day
- 11-14 GRI 100 (OAR Office)
- 15 Distribute 2011 Planners
- 15 Order Holiday "On Hold" Tape
- 15 Schedule Unused Vacation/Comp Time
- 16 National Boss Day
- 19 (†) **OAR Leadership Conference (location tbd)**  
**(photos taken for Reference Guide) (note items with budget impact)**
- 21 **Executive Committee Conference Call - 10:00 a.m.**
- 21 Deadline: Ohio RPAC Money to NAR
- 21 RPAC (Pre-General) Campaign Report Filed with Secretary of the State's Office
- 21-22 Resort & Second Home Course (Firelands Assn.)

- 25 Home Sales Statistics News Release Generated
- 25-28 GRI 200 (OAR Office)
- 29 Officer/Director Forms to Local Boards for 2011
- 29 OAR DVP (odd districts) & Treasurer Nomination Info to Local Boards
- 29 John Hancock Quarterly Report distributed to 401-K Plan Participants
- 29 Re-Enrollment Deadline: Frank Gates (employee workers comp)

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**NOVEMBER, 2010**

- 1 Begin Reference Guide Revisions
- 1 Begin President Doug McCloud's Scrapbook
- 2 Confirm Plans for Staff Christmas Luncheon
- 2 General Election—Don't forget to VOTE!
- 2 Begin Executive Committee Agenda/Backup
- 2 Update 2011 Calendar for Executive Committee/Directors
- 3-8 NAR Convention (New Orleans)**
- 7 Daylight Saving Time Ends...Set Clocks Back
- 9 Confirm Local Board Attorney Roundtable Plans
- 11 (t) Staff Pot Luck Luncheon (OAR Office)
- 11 Post Office Closed - Veterans Day
- 12 NAR Meeting Summary Posted on Web Site
- 15 Begin Winter Conference Schedule & Registration Material
- 15 Order New OAR Stationery (with Meg Hudson's name)
- 15 Deadline: Medicare Notice to Staff

- 15-18 GRI 300 (OAR Office)
- 16 Check Supply of Envelopes, Paper & Folders
- 16 Senior Staff Meeting - 10:00 a.m.
- 17 Executive Committee Agenda/Backup to Copy Center
- 18 **Executive Committee Conference Call - 10:00 a.m.**
- 19 Mail Executive Committee Agenda/Backup
- 23 Home Sales Statistics News Release Generated
- 25-26 **OAR Office Closed (Thanksgiving Holiday)**
- 29 Winter Conference Registration Info & Comp Letters Generated
- 30 401-K Safe Harbor Notice to Plan Participants (include Default Investment info)

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**DECEMBER, 2010**

- 1 Begin Capital Expenditure Request for Presentation at Winter Conference
- 1 Salary Review to be scheduled this Month
- 1 2011 Local Board Officer/Director Reporting Deadline
- 1 2011 Committee Confirmations Generated (including "appointed" committees)
- 1-2 SRES Course (OAR Office)
- 3 Christmas Cards Mailed
- 3 (t) **Combined 10/11 Executive Committee Meetings (Columbus)  
(location to be determined)**
- 7-8 Appraisal CE (OAR Office)
- 10 **Staff Christmas Luncheon (Worthington Inn)**
- 10 RPAC (Post-General) Campaign Report Filed with Secretary of the State's Office
- 13 Begin Staff Schedule for Winter Conference

- 13 Begin Agendas/Backup for Winter Conference
- 13 OAR DVP (odd districts) and Treasurer Nomination Deadline
- 14-15 10-Hour Post Licensure/Salespeople (OAR Office)
- 17 2011 Committee Lists (by Board) Available
- 17 ListServes Updated for 2011
- 22 Home Sales Statistics News Release Generated
- 23-24 OAR Office Closed (Christmas Holiday)**
- 27 Agendas/Backup to Committee Secretaries
- 29 Run Year End Postage Machine Report
- 30-31 OAR Office Closed (New Year's Holiday)**
- 31 Winter Conference Hotel Deadline

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**JANUARY, 2011**

- 1 401-K Plan Enrollment (for new eligible staff members)
- 1 Renewal: Building Insurance (Huntington Insurance formerly Archer-Meek-Weiler)
- 3 Supplies for Winter Conference & Filing Ordered
- 3 Begin Association Financial Audit
- 3 Begin 2011 Master Calendar
- 3 Update New Member Welcome Letter
- 7 Committee Agendas/Backup to Copy Center
- 10 Forum Highlights Published with E-Connections
- 13 Committee & Board of Directors Agendas & Support Material distributed for Meetings planned during the Winter Conference (& posted on Web Site)
- 17 Winter Conference Pre-Registration Deadline

- 10 Legislative Conference Promotional Material Generated
- 19 Staff Meeting (Pre-Conference & 401-K) - 2:30 p.m.
- 21 Pack for Winter Conference
- 23-25 OAR Winter Conference (Hilton at Easton)**
- 23 Executive Committee Meeting
- 25 Executive Committee Meeting  
Board of Directors Meeting
- 26-28 Unload Truck, Office Clean-Up, Purge Files (casual dress)
- 31 John Hancock Year End Report distributed to 401-K Plan Participants  
401-K 2% Deposit to Eligible 401-K Plan Participant Accounts  
401-K Asset Management Fees Reimbursed to Staff
- 31 W-2's Distributed to Staff
- 31 OSHA Form 300 Posted
- 31 RPAC (2010 Annual) Campaign Report Filed with Secretary of the State's Office
- 31 JCARR Reports Filed

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**FEBRUARY, 2011**

- 1 2011 Planning Calendar Distributed this month
- 3 Staff Meeting (Post-Conference) - 2:30 p.m.
- 11 Update Code of Ethics Brochure (if needed)
- 11 Update OAR Policy Manual (if needed)
- 11 Minutes from Winter Conference Meetings Done & Posted on Web Site
- 21 OAR Office Closed (Presidents' Day)**