

# CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION POLICIES & PROCEDURES

## CALENDAR OF ACTION ITEMS - 2018

**PURPOSE.** The purpose of this document is to identify and list the key events and suspense dates applicable to the Chapter and its activities. The items are listed on a month-by-month basis.

**POLICY.** It is the policy of CPRA to plan and provide to the CPRA membership professional level, interesting and worthwhile events throughout the calendar year. The Chapter also participates in APCO related state, regional, national, other events as approved by the Executive Committee. Finally, the Chapter is committed to meeting established APCO and other deadlines as appropriate.

**PROCEDURES.** Review, update, and prepare the annual Calendar of Action Items beginning in September. Finalize and approve the calendar in November and make it available to the Chapter membership. Provide revisions as necessary.

**Calendar.** Please see next page.

**Last Revised On Date.** 041618

## CALENDAR OF ACTION ITEMS - 2018

### January

- Convene Executive Committee Quarterly Workshop
- Notify APCO about key items from the Calendar of Events
- File for APCO Officer Candidacy (as applicable)
- Renew internet domain name contract (expires in 2021)
- Promote Telecommunicators Week Program – Sell Buttons/Badges
- Promote CPRA Annual Awards Program – reminders to nominate for Telecommunicator and RF/IT Awards (due by the third Friday in January)
- Promote CPRA Telecommunicators Awards Banquet – release Registration Form
- Confirm attendees for the APCO International Conference & Exposition
- Identify and select candidates for APCO Senior Membership Awards
- Identify the location for the December Officer Installation meeting
- Coordinate meeting with CalNENA Executive Board if attending CalNENA Conf.
- Update APCO membership profiles for renewal process in PSConnect
- Remind members of APCO updates in the Chapter meeting and the “Podium”
- Review and approve the current year Operating Budget & Officer Travel
- Identify, select, and file candidates for APCO Life Membership Awards (to arrive NLT Feb. 1)

### February

- Evaluate & select Annual Award nominations (Telecommunicator & RF/IT) by February 15
- Submit “Early Bird” registrations for APCO International Conference & Expo
- Purchase airline tickets for APCO International Conference & Expo
- Reserve hotel rooms for APCO International Conference & Expo
- Review APCO Committee opportunities – Put reminder in CommLink
- Announce Training Conference - “Call for Papers” (if applicable)
- Identify insurance rider requirements for the Telecommunicators Awards Banquet
- Participate in CalNENA Conference as appropriate

### March

- Submit proposals for APCO C&B changes (due NLT Apr. 1)
- Order Award Elements for Telecommunicators Awards Recipients
- Order Award Elements for Engineer, RF/IT Awards Recipients
- Plan for RF/IT Awards presentations & photographs
- Activate Audit Committee and begin Financial Audit
- Confirm renewal of the web-hosting service contract (due Apr. 21)
- Sign up for an APCO Committee (due NLT Apr. 1)
- Attend WRC
- Announce and promote Training Conference information (if applicable)
- Send out Telecommunicators Award Banquet registration reminder 10-14 days prior to event.

## CALENDAR OF ACTION ITEMS - 2018 (Cont.)

### April

- Convene Executive Committee Quarterly Workshop
- Convene the CPRA Annual Telecommunicators Week Awards Banquet
- Convene the CPRA Annual RF/IT Awards Luncheon
- Finalize the Financial Audit (due Apr. 1)
- Deadline for submission of candidate endorsement articles-APCO PSC
- Identify and select candidates for APCO Senior Membership Awards
- Announce and promote Training Conference information (If applicable)
- Activate Nominating Committee to nominate CPRA officers for the upcoming year

### May

- Host/Participate in Annual Training Conference (if applicable)
- File State/Federal Tax Returns – Treasurer (due May 15)
- Reserve Chapter meeting room at APCO International Conference & Expo (if needed)
- Appoint the committee to prepare for Telecommunicators Awards Banquet for following year
- Submit CPRA Telecommunicators Award Banquet photos to APCO and the CPRA Web Master
- Promote interest in serving on the CPRA Executive Committee
- Schedule attendance to the Arizona State Conference (as scheduled)
- Start promotion of the Annual October Vendor Exhibition

### June

- Continue work of Nominating Committee to nominate CPRA Officer candidates
- Conduct Mid-Year Budget Review
- Send out first round of Vendor Registration Forms for October Vendor Exhibition

### July

- Convene Executive Committee Quarterly Workshop
- Promote APCO on-line voting participation
- Finalize preparations for attending APCO International Conference & Expo
- Promote CPRA Officer nominations for upcoming year in the CommLink
- Identify and select candidates for APCO Senior Membership Awards
- Identify Purchase-Permit requirements for the No Ties Barbeque
- Continue promotion of the Annual October Vendor Exhibition

## CALENDAR OF ACTION ITEMS - 2018 (Cont.)

### August

- Attend APCO International Conference & Expo
- Adjust the August Chapter meeting date due to APCO International Conference & Expo travel (if needed)
- Appoint committee to review options for the Bert Moore Award (when applicable)
- Announce Officer Slate (Initial List)
- Send out second round of Vendor Registration Forms for the Annual October Vendor Exhibition

### September

- Publish Slate of Officer Candidates in CPRA CommLink
- Select commercial member(s) to receive Bert Moore Award (if appropriate)
- Confirm dates and general plans for the CPRA Telecommunicators Banquet
- Confirm the location for the Officer Installation meeting
- Complete the annual archiving of the CPRA membership list
- Renew CPRA incorporation status – State of California
- Implement Telecommunicators Week Button Program (Chair, Design, Order)
- Remind the Western Regional Director to ensure a Consortium Meeting has been scheduled for the WRC
- Initiate preparation of the proposed Annual Operating Budget for the next year
- Notify candidates on the slate of officers that if elected to plan on attending the November Quarterly Workshop
- Continue to promote the Annual October Vendor Exhibition

### October

- Publish Slate of Officer Candidates in CPRA CommLink
- Host the Annual Vendor Exhibition and hold annual CPRA Election of Officers; announce the results
- Present Bert Moore Award(s) (if appropriate)
- Activate the Budget Committee to prepare an Annual Operating Budget draft
- Submit requests to attend upcoming Western Regional Conference
- Order new officer name badges for presentation at the Officer Installation
- Promote the Officer Installation meeting to the CPRA membership
- Request APCO publish information about Telecommunicators Week Buttons
- Notify previous purchasers of button availability
- Request and fill new appointments (committees) [incoming President]
- Invite newly elected Executive Committee members to attend the Executive Committee Quarterly Workshop
- Initiate preparations for Presidential Award presentations as necessary
- Schedule Officer orientation and training
- Plan for attending the NAPCO Chapter Annual Officer Installation (designated Board Member)

- Announce and solicit a Banner Sponsor during the annual Vendor Exhibition Luncheon. Set deadline of Nov 30 to allow for payment, design, ordering and receipt by 1<sup>st</sup> meeting in January.

### **CALENDAR OF ACTION ITEMS - 2018 (Cont.)**

#### **November**

- Convene Executive Committee Quarterly Workshop (newly elected Officers too)
- Identify officer travel requirements for the upcoming year
- Appoint Chapter Officer(s) to attend various conferences & adjacent Chapter events
- Review the proposed Annual Operating Budget for the next year
- Confirm attendees for the Western Regional Conference (WRC)
- Submit “early bird” registrations & room reservations for the WRC
- Purchase airline tickets for the WRC
- Announce Telecommunicators Awards process – Post/Mail Call for Nominations forms
- Announce RF/IT Awards process – Post/Mail Call for Nominations forms
- Confirm general plans & appoint Chair for Annual Training Conference (if applicable)
- Request and fill new appointments (committees) [incoming President]
- Publish the Officer Installation Meeting flyer in the November CommLink
- Identify and select candidates for APCO Senior Membership Awards
- Identify, select, and file candidates for APCO Life Membership Awards (to arrive NLT Feb. 1)
- Review and approve the Calendar of Action Items for the upcoming year
- Prepare New Letterhead
- Conduct Officer orientation and training
- Finalize design and order new banner (if sponsor identified)
  - If sponsor has not been identified, send follow up message to the Commercial Membership soliciting a sponsor with a reminder of the Nov 30 deadline.

#### **December**

- Post/Mail Telecommunicators Awards nomination reminders
- Post/Mail Engineer, RF/IT Technician Awards nomination reminders
- Conduct Officer Installation Ceremony
- Update bank signature cards as necessary
- Notify APCO of new CPRA Officers
- Renew storage facility contract (due Jan. 1 – Automatic)
- Attend NAPCO Officer Installation (designated Board member)
- Submit Statement of Information Filing to State of California (due NLT Jan. 31)
- Renew contract with the Agent for Service of Process
- Identify, select, and file candidates for APCO Life Membership Awards (to arrive NLT Feb. 1)
- Finalize design and order new banner.