

Here is an outline that shows how the Administrative Advisor's office schedules NC-213 work. This outline shows quarterly Executive Committee conference calls and activities associated with preparing for various NC-213 tasks.

Please contact the Administrative Advisor's office with any questions or comments.

## **January**-February-March Executive Committee Conference Call

### Discussion Points:

- \_\_ Grain Quality Newsletter to be released in March.
- \_\_ Review Program Agenda for Annual Meeting.
- \_\_ Review Reports of Progress from Participating Stations
- \_\_ Talk about the Industry Review Panel at Annual Meeting.
- \_\_ Review progress on the Andersons Research Award.
- Remind Past Chair we need a write up for the Award.
- \_\_ Solicit laptop for annual meeting.

### Next Quarter's Discussion Points:

- \_\_ We will review the RFP (normally released in June with a September deadline).
- \_\_ Double check on any possibility of a summer workshop.

### January (tasks to be completed)

- Check on supplies for name badges.
- Pre-Fill in the registration book receipts.
- Complete FedEx airbills for shipment to and from the property.
- Based on registration forms received, send another announcement.
- Finalize travel.
- Ensure that all progress reports are received. January 5th is the "silent" due date.
- Register all speakers, executive committee members, station reps, Andersons Award Winner even if no registration form was received.
- Progress report on Web site. Announce to membership via e-mail.
- Finalize the Program Agenda and distribute via e-mail and post on Web site.

### February (tasks to be completed)

- Print the name badges and include blank badges.
- Create table tents for any industry attendees as they will most likely be on the panel.
- Have plaque (award) made for the Anderson Award along with the plate for board at Maumee facility. Watch wording on Award!
- Prepare write-up for award ceremony.
- Double check the agenda against the booking contract with hotel (are all start times the same, etc.).
- Check on the need to take laptop for registration.
- Solicit laptop computer and LCD from CURRENT CHAIR

### **Items to take to the meeting:**

- Updated "A History of NC-151/NC-213"
- Projector from Dr. Ravlin's Office.
- Program agenda and progress reports.
- Format for annual report and any other applicable report (mid-term review, re-write)
- Copies of notebook and project time line. NOT ORIGINAL NOTEBOOK!
- Blank registration forms.
- Check for recipient of Andersons Award of Excellence
- Plaque for recipient of Andersons Award of Excellence
- Listing of individuals attending. Use format in FileMaker Pro
- Exe Cmte Mtg & Business Mtg Agendas complete with who will discuss each item.
- If applicable, boxed lunch order list.
- Gift for keynote speaker (if applicable).

## April-~~May~~-June Executive Committee Conference Call

### Discussion Points:

- \_\_ We will review the RFP (normally released in June with a September deadline).
- \_\_ Double check on any possibility of a summer workshop.
- \_\_ Grain Quality Newsletter to be released in July.
- \_\_ The "Call for Papers" will be released in July.

## July-~~August~~-September Executive Committee Conference Call

### Discussion Points:

- \_\_ Grain Quality Newsletter.
- \_\_ The "Call for Papers" was released in July.
- \_\_ A draft of the agenda will be released in August.
- \_\_ We are asking that presentations be sent in by end of September/first of October.
- \_\_ Review grants received through Andersons Research Grant Program. Review the process for reviewing grants, etc.

### July (tasks to be completed)

Announce the "Call for Papers" via e-mail sending to the NC-213 Listserv. Include the DRAFT program agenda. In the message, state that any research within the scope of the objectives may be in the program and annual report of progress. The program agenda will include presentations given by the Anderson Grant recipients (regular and team). Use 9/1/YEAR as the deadline.

### August (tasks to be completed)

A hard copy of the Program agenda will be distributed to all NC-213 participants. Note in e-mail: "This is being done so that NC-213 participants can share the preliminary program agenda with partners from industry and their area of expertise." \*Note: The Executive Committee approves the Program Agenda with the Chair taking the lead.

### September (tasks to be completed)

All presentations are due by this time. Usually we let this "ride" until the end of October. Watch if we are partnering with GEAPS as they usually like to have the program agenda by end of October. \*Note: The Executive Committee approves the Program Agenda with the Chair taking the lead.

## ~~October~~-November-December Executive Committee Conference Call

### Discussion Points:

- \_\_ GQN to be released in November.
- \_\_ Initiate the process for the Andersons Research Award. Committee consists of Past Chair and at least two past recipients.
- \_\_ Update on review process for grants received through the Andersons Research Grant Program.

### October (tasks to be completed)

Based on when the Program Agenda is finalized, distribute by October 15 via e-mail and place on the Web site. Release an e-mail asking for progress reports and use a due date just before Christmas. Encourage individuals who will be giving presentations to submit their work for the annual report of progress--this way individuals attending the annual meeting can follow along and have the report for future as a reference. Create registration form. Get with the property on rooms (meeting and sleeping). Each week, send a draft of the annual progress report to co-chairs. Also include discussion on who to select for panel discussion. (2/08: Maier/Needham to work with Industry Advisory Cmte.)

November (tasks to be completed)

Each week, send a draft of the annual progress report to co-chairs.

Check with the property to see if they accept purchase orders. Not all do! Create requisition. Do not sign; send to Columbus!

Begin the process of the Andersons Research Award by sending an e-mail to the Past Chair. Watch wording of award!

Create the "Meeting Authorization" through NIMSS.

December (tasks to be completed)

Each week, send a draft of the annual progress report to co-chairs.

Work on travel for Ravlin and Koshar (airfare, hotel, etc.)

Work on menu for meals and breaks. Check special dietary needs from registration forms.

Create name badges and "make your own."