

NASSGAP TASK LIST 2004-05

Task #	Description	Due Date	Who	Notes	Complete Date
1	Chas to share with membership appropriate CEF daily emails	on going	Chas		
2	President shall incorporate practice of sending dennis a copy of any nassgap correspondence that goes out under presidents name for him to post to the web for members view. - Add to User Guide	Ongoing	Theresa		
3	Review bylaws regularly at exec meetings	Ongoing	Theresa		
4	After spring business meeting, send out ratification of any by-law changes	Ongoing	Marilyn		
5	Need final Excel chart with completed Exec Comm meal payments sent to theresa and added to Treasurer's report .	3/30/2005	Claude	Reimburse Exec Members for Mar Exec Mtg Travel completed; awaiting final meal charges. Awaiting final spreadsheet	
6	Bart Contract - revamp for July-June fiscal contract- take to membership at June conference - Chas to draft new contract	5/15/2005	Chas		
7	Bart to draft MOU for use of NCHHELP office space (WDC presence)	6/1/2005	Bart	Bart will do after June meeting and new contract	
8	Draft congratulations letter to Elyse Walsh for her promotion in Sen Reed office.	5/1/2005	Chas		
9	Directory - Add section in membership for the Friends of NASSGAP	10/1/2005	Marilyn		
10	Directory - Add Web Committee (dennis and mike)	10/1/2005	Marilyn		
11	User Guide - Update User Guide & web with Master Calendar of other association dates as well as nassgap dates	6/1/2005	Theresa		
12	User Guide - Update User Guide Treasurers section with tax status, Fed ID Number and available funds information	6/1/2005	Theresa		
13	User Guide - Update User Guide Secretary section with instructions for secretary to send drafts of meeting minutes within 30 days of the meetings.	6/1/2005	Theresa		
14	Exec Members to check with their state associations to see what criteria are used to nominate board members.	6/1/2005	EXEC COMM Members		
15	Create form to collect volunteer information for NASSGAP committees. To be stored on Web.	6/1/2005	Sheila	Sheila will bring drafts to exec in June	
16	Draft letter outlining value of nassgap membership to send to non paying members encouraging them to pay dues.	6/1/2005	Sheila	Sheila will bring drafts to exec in June	
17	contact j klacek about comm co chair with colleen	5/1/2005	Theresa	awaiting john's approval from WA 5/4/05	

TASKS that have been completed					
1	Follow up that Claude pays for CEF Gala ticket - \$210.00	10/5/2004	Claude	emailed request 10/5/04	10/18/04
2	Research Project with Center study on HE for Leap/Sleep.	10/5/2004	Maureen	Ongoing - Cheryl M. Nassgap rep on Comm	10/06/04
3	React to 2006 Pres budget on the Leap part report. Send letter to Ed & Omb now on Leap part.	10/5/2004	Chas	DONE	6/10/2004

4	Thank you to Beckie (WA) for boot bag	10/5/2004	Theresa	DONE	10/5/2004
5	Letterhead to Marilyn	10/8/2004	Theresa	10/4 draft to Marilyn/Melanie for review & send out	10/4/2004
6	Letter of comm membership confirmation	10/5/2004	Cheryl	cheryl and melanie proofed ltr to mbrs with directory	11/5/2004
7	Claude to update his info in MyFloridaMarketPlace.com	10/5/2004	Claude	DONE	11/5/2004
8	Ltr announcing new nassgap president to all cooperating organizations.	10/8/2004	Cherly	sent letter with directories	11/5/2004
9	Put phone message on the nassgap phone and don't reroute to president.	10/8/2004	Maureen	DONE	11/5/2004
10	Send out Directories to all members (not rec'd at conference)	10/8/2004	Theresa	DONE	11/5/2004
11	CC of Leap in color to go on web & w/ correspondence this year.	10/8/2004	Chas	DONE	11/01/04
12	Dennis (IN) to post all F 04 conference presentations to web for members.	10/5/2004	Dennis/Lois	DONE	11/01/04
13	Claude Roy - What is 1 yr of operating expense cost that should be in reserve.	10/5/2004	Claude	DONE	11/8/2004
14	Nassgap DC presense proposal to Exec	10/8/2004	Chas	CC to exec 11/8; to Bart on 11/10	11/10/2004
15	Nassgap business cards Theresa - Pres; Chas - Fed Reltns; MBK - Ed Tech; Bart - WDC consultant	10/8/2004	Theresa	DONE	11/30/04
16	User guide to all executives & conference chairs & on web	10/8/2004	Theresa	DONE	12/01/04
17	Sheila list serve updates.	10/5/2004	Sheila	DONE	01/01/05
18	Box up all old secretary binders and send with CD to Secretary	10/8/2004	Theresa	DONE	01/01/05
19	Plan for next conference; site and program chairs; June = eliz, prog - Lee & andrea, site: Oct = teresa, prog - MO, site	11/30/2004	Theresa/Exec	DONE	02/15/05
20	MOU & 24K to Pell Inst.	10/5/2004	Claude	DONE	02/22/05
21	New Orleans executive meeting in March	10/8/2004	Melanie	DONE	03/01/05
22	Conference Waiver issue needs policy review by exec	11/30/2004	Theresa/Exec	On Agenda for Mar Exec Mtg	03/01/05
23	Melanie to work on annual calendar of other association meeting dates for our use in planning	10/8/2004	Melanie	On Agenda for Mar Exec Mtg	03/01/05
24	Appt Nomination Comm - ML Chair + 4 other voting members. Pres to appoint persons to committee	10/8/2004	Theresa	On Agenda for Mar Exec Mtg	03/01/05
25	Review bylaws to get current climate of organization. How to make changes?	10/31/2004	Theresa/Exec	On Agenda for Mar Exec Mtg	03/01/05
26	Analyze other National costs for memberships? Dues.	3/15/2005	Melanie	On Agenda for Mar Exec Mtg	03/01/05
27	Educ Daily review by Dennis for all Nassgap link of web.	10/8/2004	Theresa	On Agenda for Mar Exec Mtg	03/01/05
28	GBPI payment of \$4800	3/1/2005	Claude		03/04/05
29	Prepare Exec Comm binders for Exec Mtg and 2 Conferences	3/15/2005	Theresa		03/15/05
30	Maureen to email reimbursement form to Exec/Dennis list on web	3/21/2005	Maureen/Denn	Maureen emailed all.	03/20/05
31	Need to replace the by-laws on the web with most recent version	5/1/2005	Dennis	Theresa sent updated version to dennis on 4/13/05.	04/13/05

32	Contact Colleen O'Brien about Research Conference date.	3/30/2005	Theresa	Will work it out 2006/ John K and colleen to co chair nassgap research & best practices committee	04/14/05
33	Send Student Aid Alliance \$500 Contribution	4/1/2005	Claude	DONE	04/18/05
34	Thank you to 4/15/05 hill visit staffers	4/25/2005	bart/theresa	sent	04/20/05
35	expand june conference exec comm from 10-5	5/1/2005	theresa	On agenda for 10-5	04/22/05
36	Advisory committee testimonial and trip	4/25/2005	theresa	done	4/25/2005
37	Review contractual payment requests	6/1/2005	Theresa/Claude	called 4/28/05	04/28/05
38	RRR/IL Hodel research \$12,500	6/1/2005	Claude	On the new treasurer's report & received contract from Maureen	04/28/05
39	Claude to report on Lexus Nexus revenues and where posted in treasury reports	5/15/2005	Claude	discussed 4/28; claude will add 2003 \$138 and 2004 \$43.31 to Trea Rpt	05/04/05
40	Draft proposed by-law to add Parliamentarian as duty of Pres-Elect. Send to membership 30 days before spring meeting.	5/1/2005	Marilyn	sent to members	05/04/05
41	Draft proposed by-law to add a distinguished service award category for annual consideration by the membership.	7/5/2005	Marilyn	sent to members	05/04/05
42	Dennis to attend Web classes?	6/1/2005	Dennis	Dennis has exec comm approval to attend as he is able and to apply charges to the Web/Survey grant.	05/04/05
43	Last payment to JBL on survey contract \$11 K; Mike finish the review of the Survey product tables to finalize approval for payment to JBL	5/1/2005	Mike/Claude	Paying this week	05/04/05
44	Need letter to JBL asking for progress report to Lumina - August 1, 2004. CC of Lumina report to executives. Suggest multiple reviews of products reference payments. Need extension of the 9/30 deadline.	10/5/2004	Claude	Owe report to Lumina; 4/28 Claude to comm w/ Cheryl on status. Believes it is done; bring contract update to June exec mtg	05/04/05