

# Stoa Administrative Calendar 2018-2019

## January

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- NITOC
  - Select next year's NITOC TD to shadow this year's TD at NITOC (*or earlier -Ideally this would happen ahead of time, so that the process would begin whenever the current TD begins working on the tournament*)
  - Current year NITOC budget submitted and approved (*Board set profit goal*)
  - Board review previous NITOC website and recommend changes to TD
- Stoa Academy director launch website (Admin created website in August and will help where needed)
  - Create communication-to-Stoa-members plan
- Finalize items for potential wildcard, resolution, voting issues (*will present at Feb meeting*)
- Jan 15 – Close Board Nominations. *Potential candidates can then be sent the Board Candidature packet and get it returned to the Board prior to the in-person Board meeting.*
- Speech Committee
  - Jan 5- Draft survey questions for membership survey regarding feedback on current speech events and Wild Card options and submit to Board.
  - Send survey Feb 15 (return by March 5)
- Jan 31 – Treasurer - Donor receipts acknowledged; all group exemption reports collected

## February

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- In-person Board meeting - review of our Bylaws, handbook & other policies
  - Board candidate updates – review applications & discuss final candidate choices.
  - NITOC (future) locations presented.
  - NITOC (current) details discussed and finalized.
- Feb 1: Initiate alumni committee for MHI input. Set parameters for MHI committee.
- Feb 15:
  - President submits member voting issues to Board
  - Approve Speech Committee Wild Card choices, rules & ballot changes, membership survey
  - Speech Committee - Plan & make assignments for NITOC
  - Debate Committee submits choices of debate resolutions to Board
  - (*Resolution & Wild Card submissions from members can occur throughout the year*)

## March

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- Schedule Board meetings during NITOC & Stoa Academy
- NITOC:
  - Final review of website before April 1.
  - Review and approve Ballot Push admin protocol and post to website.
  - Speech Committee - Contact Judge Orientation recommendations to confirm interest and availability.
  - Speech Committee - contact extemp writers to confirm interest and availability. Provide writers with target date & question categories/rounds.

## Stoa Administrative Calendar 2018-2019

- Speech Committee - set up and plan script submission team and process.
- March 15: Board Nominations Finalized
  - *(Board nominations from members can occur throughout the year)*
  - *(President will contact candidates after meeting and confirm they will appear on spring ballot)*
- March 15: Decide on dues for next season
- Admin will create [web forums on Stoa website](#) in preparation for the Annual Virtual Online Meeting. Wording needs to be reviewed by the board before opening to the public.
- Admin will create [member vote Flowpad](#). Wording needs to be reviewed by the board before opening to the public.
- Speech Committee
  - March 10 - Develop MHI & Apol lists.
    - Review Submitted suggestions for Apologetics and/or MHI events from survey and alumni input.
  - Mar 10 -15 Summarize and assess information gathered from survey
    - Initiate discussion of rule changes (based on collected information from survey)
  - Plan classes and roles for Stoa Academy (considering survey)
  - March 30 - Send MHI & Apol lists to editing team for review
- March 30: Treasurer send non-profit corporation report to State of California

### April

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- NITOC
  - Most NITOC details on website April 1, including Script Submission (dates, opening and closing, etc.).
  - Admin will open registration and script review April 15.
  - Admin will send first wave of invitations April 15.
  - SBOD president will draft a letter to graduating seniors for NITOC check-in package.
  - Second-to-last Sunday in April: Admin will send reminder to all April Tournament Directors about uploading Speechranks results no later than midnight, April 30<sup>th</sup>, so that final NITOC invitations can be sent on May 1
  - Draft JO schedule to include presentations, quick turns, responding to questions, & re-ranking confirmations. Submit to JO staff for confirmation and/or changes. - April 15.
  - Speech Committee - schedule committee meeting time at NITOC.
- Stoa Academy
  - Arrange technical team (sound/recording/file sharing)
  - Provide Presenters with PowerPoint Template tied to Theme
  - Speech Committee - Provide Stoa Academy draft outlines for committee review to ensure non-duplication of materials in workshops. (by April 15)
  - Speech Committee - schedule pre-Academy committee date/time. Begin draft agenda.
- April 1-April 14 - Annual Virtual Online Meeting: Voting Issues, Resolutions, Wildcards, and Board candidates submitted to membership for review and discussion. *(Admin created the web forum in March and will open to public)*

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- April 15-30: Member voting period on items presented during Annual Meeting (*Admin created the vote Flowpad in March and will open to public*)
  - Results released to members after verification of vote. NITOC works well as time to reveal the results. Admin will post results on Stoa website after announced.
- April 15
  - Speech Committee: MHI and Apol to Board for approval and any major changes to rules/ballots/events (target Board approval May 15)

### May

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- May 1: Treasurer – Stoa attorney updates group exemption list with IRS
- May 20- Each Board member & Committee chair, including NITOC, submits budget items for the next tournament season to the Treasurer.
- Speech Committee receives Wild Card membership vote and assembles rules & ballot to be ready for Board approval by June 1.
- NITOC
  - May 1 - Admin will send supplemental NITOC invitations and state invitations.
  - First Friday in May – admin will close NITOC registration and send a reminder email day before
  - Speech Committee - Open electronic Script Submission when NITOC registration closes.
  - @NITOC - Announce resolutions, wildcards, results of voters, major and minor changes (for speech events/rules/ballots), and election
  - Collect and vet all extemp questions (by May 20)
  - The Stoa Board finalizes all ballots, rules (including Wildcards), major changes to submitted (by May 15)
  - Complete preparation of Apologetics and MHI topic slips for each NITOC round and submit to the NITOC Tab Director upon arrival.
  - Complete copies of extemp questions for each NITOC round and submit to the NITOC Tab Director upon arrival.
  - Conclude electronic script submission and provide mediafire access to tab.
  - Meet potential Speech Committee candidates (if applicable).
  - Induction Meeting – new Board members begin sitting in board meetings to listen and learn.
- Order new Board member (and Committee Chair) name badges.

### June

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- June 1 (immediately after NITOC): Post Speech Competitor Documents (MHI and Apologetics lists, rules and ballots, and publication guidelines after NITOC)
- Stoa Academy
  - Determine (following year) coordinator/director & general location
  - Finalize Stoa Academy details

## Stoa Administrative Calendar 2018-2019

- Director follow up with presenters on presentations; request all PowerPoint presentations and handouts submitted for proof-reading and packet preparation. Admin will help where needed.
- SBOD President write welcome letter to all Stoa Academy attendees and submit to Academy director (for printing and inclusion in welcome packet).
- Finalize Speech Committee pre-Stoa Academy meeting agenda. - June 10.
  
- NITOC
  - Admin remove non-board admins from previous NITOC website.
  - NITOC TD coordinate with admin to create survey
  - Admin send survey to participants, staff, and non-participants
  - Admin update NITOC location and dates on the Stoa website
- Submit Speech Committee new member recommendation to the Stoa Board for approval (if applicable).
- June 15 - Draft budget submitted to Board for review.
- June 30 – Speech Committee submit to Board new orientation and remaining supporting documents (script submission, room admin, etc....) - Target to post: August 1
- June 30 - Determine who will set up the auto-generator

### July

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- Stoa Academy & Board & Committee Meetings
- NITOC: admin compile survey comments and present to board for discussion.
- Board approve new Committee members or changes before the new Stoa calendar year starts.
  - Update organization chart to reflect changes
  - Previous secretary train upcoming secretary
  - Previous treasurer train upcoming treasurer
- July 1 - *All Board approved documents to editing for final review.*
  - Submit ALL documents and slides to admin to upload onto website

### August

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- Stoa Calendar year begins
- Admin will create membership registration (Flowpad), needs to be reviewed by board.
- Admin will create NITOC registration Flowpad and add TD's as admin
- Admin will create Stoa Academy registration Flowpad and add director as admin
- Admin will create LexisNexis registration Flowpad
- Admin: Open membership registration Flowpad
- Admin: Open LexisNexis registration Flowpad
- New Board Meets in August or September\**New committee members in place as well (new committee members can join throughout the year as needed)*
  - Review Stoa Board policies
  - Gather all signed documents from Board members
- Wildcard & debate resolution ideas – StoaByte reminder to send for the NEXT year

## Stoa Administrative Calendar 2018-2019

- Aug 1 ALL remaining speech documents POSTED
  - Tournament Support Docs (Room administration, script submission, judge orientation, auto-generator)
- NITOC Director (previous) updates NITOC process documents and submits to Board. Admin uploads documents to Google Drive.
- Admin: update pictures on Stoa website

### September

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- New Board Meets in August or September *\*New committee members in place as well (new committee members can join throughout the year as needed)*
  - NITOC leads attend a portion of this meeting for update and pep talk.
  - Secretary: collect and upload all signed documents and post to Team Drive (conflict of interest, etc.)
  - Admin: Remove all former Board members from Google, NITOC website, etc.
- Treasurer: Budget review and approval. Post to Team Drive.
- Treasurer: Publish Stoa annual report (& post to website)
- Founders Award reminder
- Review volunteer list and plug people in as possible.
- Finalize host site for Stoa Academy & dates from choices Stoa Academy director recommends. *State is already chosen – this is choosing the venue (specific conference center)*
  - Negotiate – Room Costs / Food Costs per person
- Identify potential NITOC (following year) host sites & contact *(if it is currently 2018, this will be NITOC 2020)*

### October

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- Treasurer: Oct 1 – Financial statements from previous year due
- Stoa Academy
  - Give input on content to Stoa Academy Director
  - Give input on presenters to Stoa Academy Director
- Oct 15 NITOC staff list and recommendations developed and given to NITOC TD.

### November

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- Invite potential NITOC host site candidates (for following year) to February meeting to present
- Nov 1 – wildcard suggestions due, debate resolution suggestions due
- Treasurer: Nov 1 – file Form 990
- Identify potential Board candidates & contact to see if interested.
- NITOC TD begins to attend Board meetings at beginning to provide updates. *Begin when relevant information needs to be presented; depending on planning, may happen sooner.*
- Stoa Academy –Director invites presenters
  - Director determine theme for Stoa Academy

# Stoa Administrative Calendar 2018-2019

## December

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- Discuss potential Board candidates
- Discuss potential wildcard, resolution, voting issues (*will present at Feb meeting*)
- December 1: Treasurer –
  - submit federal & 501c3 annual information return to IRS
  - submit state annual information return to California
- December 15: All event rule changes from members submitted to the Board
  - (*Suggestions from members can occur throughout the year*)
- Dec 15: approve Wild Card Vote options
- Stoa Academy Director:
  - Determine Night Out Event
  - Plan Team Building game night
  - Determine Schedule
  - Determine Registration Costs; create budget
  - Board give input; approval