

Stoa Administrative Calendar

January

- 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 launch website
 - 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 15 - Draft survey questions for membership survey regarding feedback on current speech events and Wild Card options and submit to Board.
- Jan 31 – Treasurer - Donor receipts acknowledged; all group exemption reports collected

February

- 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 15:
 - President submits member voting issues to Board
 - Approve Speech Committee Wild Card choices, rules & ballot changes, membership survey
 - Debate Committee submits choices of debate resolutions to Board
 - (*Resolution & Wild Card submissions from members can occur throughout the year*)

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March

- 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.
- 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
- Speech Committee
 - Initiate discussion of rule changes (based on collected information from survey)
 - Initiate alumni committee for MHI input. Set parameters for MHI committee.
 - March 30: Treasurer send non-profit corporation report to State of California

April

- NITOC
 - Most NITOC details on website April 1.
 - Open registration April 15.
 - Send first wave of invitations April 15.
 - Draft letter to graduating seniors for NITOC check-in package.
- Send reminder to all April Tournament Directors about uploading Speechranks results no later than midnight, April 30th so that final NITOC invitations can be sent May 1.
- Stoa Academy
 - Arrange technical team (sound/recording/file sharing)
 - Provide Presenters with PowerPoint Template tied to Theme
- April 15-30: Annual Virtual Online Meeting: Voting Issues, Resolutions, Wildcards, and Board candidates submitted to membership for review and discussion. (voting May 1-15)
 - Web forums need to be created on StoaUSA website *(good to prep these ahead of time – April 1 – will need board to review wording before opening to public)*

Stoa Administrative Calendar

May

- May 1: Treasurer – Stoa attorney updates group exemption list with IRS
- May 1-15: Member voting period on items presented during Annual Meeting (discussion April 15-30)
 - *Results released to members after verification of vote. NITOC works well as time to reveal the results*
- May 20- Each Board member & Committee chair, including NITOC, submits budget items for the next tournament season to the Treasurer.
- NITOC
 - May 1 Send supplemental NITOC invitations and state invitations.
 - First Friday in May – close NITOC registration (send reminder email day before)
 - @NITOC - Announce resolutions, wildcards, results of voters, major and minor changes, and election
- Induction Meeting – new Board members begin sitting in board meetings to listen and learn.
- Order new Board member (and Committee Chair) name badges.

June

- Stoa Academy
 - Determine (following year) coordinator/director & general location
 - Finalize Stoa Academy details
 - Director follow up with presenters on presentations; request all power points and handouts submitted for proof-reading and packet preparation
 - President write welcome letter to all Stoa Academy attendees and submit to Academy director (for printing and inclusion in welcome packet).
- NITOC
 - non-board admins removed from previous NITOC website.
 - Survey sent to participants, staff, and non-participants
- June 15 - Speech Committee submit to Board final rules & ballots and any other documents for preview & feedback -MHI categories/Apologetics questions and Wild Card ballot/rules.
- June 15 - Draft budget submitted to Board for review.

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July

- Stoa Academy & Board & Committee Meetings
- NITOC: 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
- *Speech request Board approve new MHI topics, Apologetics questions, new Wild Card rules and Wild Card ballot documents BEFORE Stoa Academy – 3rd week of July.*
- July 15
 - Speech Committee: submit draft script submission documents e.g. date change, for Board preview & feedback.
 - Speech Committee: Submit all Orientation slides & Speech document materials to Board

August

- Stoa Calendar year begins
- Open membership 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 USA Board policies
 - Gather all signed documents from Board members
- Wildcard & debate resolution ideas – reminder to send for the NEXT year
- Aug 1 MHI topics, Apologetics questions, and New Wild card rules and ballot documents POSTED shortly after Stoa Academy.
- Aug 15 Approve script submission documents, slides, and remaining speech document materials by Mid- August
- NITOC Director (previous) updates NITOC process documents and submits to Board. Admin uploads documents to Samepage.

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September

- 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.
 - Upload all signed documents and post to Samepage (conflict of interest, etc.)
 - IT: Remove all former Board members from Samepage, Google, NITOC website, etc.
- September 1: Posting of event rules and documents for next competitive season.
- Sept 1: Board approved slides and speech documents go to web site editor for assessment & feedback
- Sept 1: Tech People receive changes to MHI and Apol generators
- Sept 1: Remaining Speech documents POSTED and change color, title, & icon of ballot for new Wild Card event- use color of previous wild card
- Budget review and approval. Post to Samepage.
- 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 2015, this will be NITOC 2017)*

October

- 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.

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November

- Invite potential NITOC host site candidates (for following year) to February meeting to present
- Nov 1 – wildcard suggestions due, debate resolution suggestions due
- 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

December

- 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

This document is saved on the Samepage under Board Info – Contacts, Handbook, Package and under the Board of Directors Handbook.

All items to be prepared according to Stoa Document Standards.