

ILLINOIS STATE GENEALOGICAL SOCIETY – 2008-2009 BOARD CALENDAR

01 Nov	2008	<i>THE BEGINNING OF THE 2008 FISCAL YEAR FOR ISGS AND THE ELECTED ISGS BOARD BEGINS THEIR TERM OF OFFICE.</i>
01 Nov		ISGS Quarterly Winter Issue deadline
15 Nov		ISGS Board Meeting – Abraham Lincoln Presidential Library 8:30 a.m. Executive Committee 10:00 am Executive Committee & Governing Board social Governing Board Meeting 10:30 a.m. Transition meeting of 2008 and 2009 ISGS Board
01 Dec		2009 Fall Conference Chair submits Conference Budget for approval to the Executive Committee via the President for approval.
01 Dec		2009 Spring Conference/Tours Chairs submit information about Conference/Spring Tours to Quarterly Editor and Web Master to post on Web Site
03 Dec		ISGS Quarterly Winter Issue to printer
01 Jan	2009	Reminder to ISGS Board, dues must be paid before February Board meeting
01 Feb		ISGS Quarterly Spring Issue deadline
21 Feb		ISGS Board Meeting – Abraham Lincoln Presidential Library 8:30 a.m. Executive Committee 10:00 am Executive Committee & Governing Board social Governing Board Meeting 10:30 a.m. The Nominating Committee of five members presented for approval by the Executive Committee. The Finance & Budget Committee , including the Chair, shall be appointed at the February or May board meeting.
01 Mar		ISGS Quarterly Spring Issue to printer
01 Mar		ISGS Registered Agent: Deadline for filing Annual Report under General Not For Profit Corporation Act with Secretary of State's office
14 Mar		ISGS Treasurer: Deadline to file Form 990 <i>Return of Organization Exempt Tax</i> form shall be prepared and submitted to the Internal Revenue service within five (5) months after the close of the fiscal year.
18 Apr		ISGS Conference or Spring Tours of the Archives – Death Certificate Assistance – ISGS Open House at Illinois State Archives during Spring Tours of the Archives. ALPL Tours in collaboration with ISGS and Archives
01 May	2009	ISGS Quarterly Summer Issue deadline

ILLINOIS STATE GENEALOGICAL SOCIETY – 2008-2009 BOARD CALENDAR

01 May	ISGS Budget Requests must be submitted to Finance and Budget Chair before the May ISGS 3 rd Quarter Board meeting
16 May	ISGS Board Meeting – Abraham Lincoln Presidential Library 8:30 a.m. Executive Committee 10:00 am Executive Committee & Governing Board social Governing Board Meeting 10:30 a.m.
01 June	ISGS Quarterly Summer Issue to printer
01 Jun	Nominations deadline for Volkel Memorial Awards made by societies, signed by a society officer, and mailed to the Honors and Awards Chair no later than June 01 in order to be considered for this year's award.
01 Jul	ISGS Quarterly Editor will submit the name of a writer who wrote the best article on genealogy for the ISGS Quarterly during the past year for the <i>Individual Writer's Award</i> to the Honors and Awards Committee .
01 Jul	Nominations for all Honors and Awards , except Volkel, must be received by July 01 each year.
01 Jul – 22 Aug	Prior to the August Board Meeting the Honors and Awards Committee shall meet and make selections from nominations received for all Honors and Awards.
01 Aug	ISGS Quarterly Fall Issue deadline
28 Aug	ISGS Executive Committee's Annual Meeting with Illinois State Archives Advisory Board at the Illinois State Archives Building at 2:00 p.m.
29 Aug	ISGS Board Meeting – Abraham Lincoln Presidential Library 8:30 a.m. Executive Committee 10:00 am Executive Committee & Governing Board social Governing Board Meeting 10:30 a.m. Nominations Committee presents slate of Officers to the Executive Committee for approval. Honors & Awards Committee presents candidates to the Board.
30 Aug	Following ISGS Board Meeting, the Honors and Award Chair shall notify the winners of their award selection and request their presence at the Fall Conference and Annual Meeting.
01 Sep	ISGS Quarterly Fall Issue to printer
01 Sep	ISGS Board members should send ISGS Fall Conference Registrations and fees to the ISGS Office. Plan to attend the Fall Conference.

ILLINOIS STATE GENEALOGICAL SOCIETY – 2008-2009 BOARD CALENDAR

01 Sep	2009	<p>ISGS Recording Secretary shall submit the Minutes from the previous year's Annual Meeting to the Fall Conference Syllabus Editor at least one (1) month prior to publication of the Syllabus. They shall be subject to approval of the ISGS Members in attendance at the Annual Meeting, which is held in conjunction with the Fall Conference.</p> <p>ISGS Honors and Award Chair has notified winners of their award and requested their presence at the Fall Conference Banquet.</p> <ul style="list-style-type: none"> • After their RSVPs have been received the Chair shall notify the Fall Conference Chair(s) how many placed need to be reserved at tables near the podium for awards presentations. • Chair shall provide a list of award recipients with their brief biographies to Conference Syllabus Editor to be included in syllabus.
01 Oct		1st Vice President to send reminders to Committee Chairs about filing their Annual Reports with the ISGS Office by October 31 st
24 Oct		<p>2009 Fall Conference and Annual Meeting</p> <ul style="list-style-type: none"> • Election of officers and directors shall take place at the Annual Meeting. • Proposed ISGS Budget for the coming year shall be presented to members at Annual Meeting. • The Minutes from the previous year's Annual Meeting shall be presented to members at the Annual Meeting for approval. • Archivist should display Society Scrapbooks at Fall Conference.
31 Oct		Annual Reports from all Committee Chairs are due in the ISGS Office. The end of the fiscal year for ISGS.
01 Nov		<i>THE BEGINNING OF THE 2010 FISCAL YEAR FOR ISGS AND THE ELECTED ISGS BOARD BEGINS THEIR TERM OF OFFICE.</i>
01 Nov		ISGS QUARTERLY Winter Issue deadline
21 Nov	2009	<p>ISGS Board Meeting – Abraham Lincoln Presidential Library 8:30 a.m. Executive Committee 10:00 am Executive Committee & Governing Board social Governing Board Meeting 10:30 a.m. Transition meeting of 2009-2010 Board.</p>

Thank you to each board member for giving your time and talent by serving on the 2008-2009 ISGS Board to benefit the members of ISGS.

Please note:

Any corrections, additions, or changes to the above calendar should be transmitted to the ISGS Office and to the President of ISGS.

ISGS Office
P.O. Box 10195, Springfield, IL 62791-0195
Telephone: (217) 789-1968
ISGS Email: isgs.secy@sbcglobal.net
ISGS Office Hours: 10:00 a.m. – 1:00 p.m.,
Monday and Wednesday
ISGS Website: <http://www.rootsweb.com/~ilsqs/>

ILLINOIS STATE GENEALOGICAL SOCIETY – 2008-2009 BOARD CALENDAR