



Automotive Service Councils of California
 Professionals in Automotive Service ~ Since 1940

Automotive Service Councils of California

Chapter _____

Chapter Address _____

Chapter Phone & Fax _____

Chapter web site; _____

Chapter outline for timely preparation for upcoming meetings and events. All event and meeting dates and times will be on Chapter calendar, including reminder dates.

September Committee should be working on Topics calendar for presentation to directors in Oct.	6	Reminder of Board Meeting Sent
	7	Phone Tree Assignment Sent
	7	Email Reminder to Members RE: Mtg
	13	Board Meeting
	14	Phone Tree to Be completed
	14	Email Reminder to Members RE: Mtg
	20	Regular Meeting
	21	Byways Articles Submitted for next issue
October <i>Strategic Planning; TBD. Phone tree 4 days before event. Quarterly visits by "Barbara" TBD.</i>	4	Reminder of Board Meeting Sent
	5	Phone Tree Assignment Sent
	5	Email Reminder to Members RE: Mtg
	8	Board Meeting
	11	Email Reminder to Members RE: Mtg
	12	Phone Tree to Be completed
	18	Regular Meeting
	21	Byways Articles Submitted for next issue
November <i>Strategic Planning; TBD. Phone tree 4 days before event. Quarterly visits by "Barbara" TBD.</i>	1	Reminder of Board Meeting Sent
	2	Phone Tree Assignment Sent
	8	Board Meeting
	8	Email Reminder to Members RE: Mtg
	9	Phone Tree to Be completed
	15	Regular Meeting
	21	Byways Articles Submitted for next issue
	December Dues Billing	6
6		Email Reminder to Members RE: Mtg
7		Phone Tree Assignment Sent
13		Board Meeting
13		Email Reminder to Members RE: Mtg
14		Phone Tree to Be completed
20		Regular Meeting
21		Byways Articles Submitted for next issue



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January	3	Reminder of Board Meeting Sent
	4	Phone Tree Assignment Sent
	10	Board Meeting
	10	Email Reminder to Members RE: Mtg
	11	Phone Tree to Be completed
	17	Regular Meeting
	22	Byways Articles Submitted for next issue
February	7	Reminder of Board Meeting Sent
	7	Email Reminder to Members RE: Mtg
	8	Phone Tree Assignment Sent
	14	Board Meeting
	14	Email Reminder to Members RE: Mtg
	15	Phone Tree to Be completed
	21	Regular Meeting
	23	Byways Articles Submitted for next issue
March	6	Reminder of Board Meeting Sent
	6	Email Reminder to Members RE: Mtg
	7	Phone Tree Assignment Sent
	13	Board Meeting
	13	Email Reminder to Members RE: Mtg
	14	Phone Tree to Be completed
	20	Regular Meeting
April	3	Reminder of Board Meeting Sent
	4	Phone Tree Assignment Sent
	10	Board Meeting
	10	Email Reminder to Members RE: Mtg
	11	Phone Tree to Be completed
	17	Regular Meeting
	24	Byways Articles Submitted for next issue



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May <ul style="list-style-type: none"> Article prepared for June Byways regarding Skills Day winners & Contributors 	1	Reminder of Board Meeting Sent
	2	Phone Tree Assignment Sent
	8	Board Meeting
	8	Email Reminder to Members RE: Mtg
	9	Phone Tree to Be completed
	15	Regular Meeting
	22	Byways Articles Submitted for next issue
June Dues Billing	5	Reminder of Board Meeting Sent
	5	Email Reminder to Members RE: Mtg
	6	Phone Tree Assignment Sent
	12	Board Meeting
	12	Email Reminder to Members RE: Mtg
	13	Phone Tree to Be completed
	19	Regular Meeting
20	Byways Articles Submitted for next issue	
July Traditionally no regular Mtg. in July. However, that is not a standard in bylaws.	3	Reminder of Board Meeting Sent
	4	Phone Tree Assignment Sent
	10	Board Meeting
	10	Email Reminder to Members RE: Mtg
	11	Phone Tree to Be completed
	17	Regular Meeting
23	Byways Articles Submitted for next issue	
August <ul style="list-style-type: none"> Dinner Meeting Topics Committee; - should be working on calendar for submission to Board in October - Applies also to Seminars for the year Treasurer to make calls reminding of dues not received. 	7	Reminder of Board Meeting Sent
	7	Email Reminder to Members RE: Mtg
	8	Phone Tree Assignment Sent
	14	Board Meeting
	14	Email Reminder to Members RE: Mtg
	15	Phone Tree to Be completed
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	3 Phone Tree Assignment Sent
	9 Board Meeting
	9 Email Reminder to Members RE: Mtg
	10 Phone Tree to Be completed
	16 Regular Meeting
	22 Byways Articles Submitted for next issue
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