

Timeline for the April 30, 2003 Budget Committee Meeting

Activity	Person(s) Responsible	Complete Date	Done
First planning session to discuss draft time-line and agenda items	Senior Staff & Jude	2/10	X
Mail meeting memos to all Authority members	Jude	2/10	X
Call Authority members to schedule attendance	Jude	2/10	X
Second planning session to discuss agenda items	Senior Staff & Jude	2/24	X
Complete draft agenda and distribute to senior staff	Jude	2/24	X
Provide Senior Staff with AA's to mark up	Jude	2/24	X
Submit timeline to ISU to be posted on Intranet	Jude	2/24	X
Schedule conference room and submit request/voucher forms	Jude	2/27	X
Third Planning Session to discuss agenda items and timeline	Senior Staff & Jude	3/03	X
Submit designation/revision forms to supervisors	Staff	3/10	
Submit, memos, designation/revision forms and AA's to Jude	Senior Staff	3/10	
Prepare/edit meeting materials, cover memo, AA's & submit to Robert	Jude	3/12	
Return materials to senior staff for revisions	Robert	3/17	
Order necessary supplies / Submit requests to John	Jude	3/17	
Complete and submit necessary revisions to Robert (via Jude)	Staff	3/20	
Reserve room/workspace for mailing	Jude	3/19	
Return materials to senior staff for second revision	Robert	3/24	
Complete and submit second revisions to Robert (via Jude)	Senior Staff	3/26	
Return materials to senior staff for any additional revision	Robert	3/27	
Collect & distribute meeting materials to executive staff & Cristin	Robert / Jude	3/31	
Meeting materials reviewed by executive staff & Cristin to Robert (via Jude)	Bob, Candy, Diane, Gerry, Cristin	4/04	
Start revisions to meeting materials	Staff / Jude	4/04	
Complete revisions and submit to Robert and Bob (via Jude)	Staff / Jude	4/08	
Submit request for BC mailing labels to Don	Jude	4/09	
Complete final review of meeting materials & distribute to Staff / Jude	Robert & Bob	4/11	
Prepare labels, folders, tabs, etc. for mailing	Jude	4/11	
Complete final revisions to meeting materials	Staff / Jude	4/14	
Collection of meeting materials for copying	Jude	4/14	
Deliver requested supplies to reserved workspace	John / Jude	4/15	
Copy and collate materials to be mailed to members and constituents	Jude, Sylvia, Dion, Ada	4/16	
Mail / distribute meeting materials to staff / post on Intranet, Internet	Jude	4/16	
Call members to confirm attendance and determine quorum	Jude	4/23	
Post agenda on bulletin board & prepare attendance and voting record	Jude	4/23	
Set up conference room	Hank & Don	4/29	
Attend meeting	Staff	4/30	
Take minutes / Monitor recording of meeting	Jude	4/30	
Debriefing	Staff	4/30	
Update masterfiles with meeting materials	Jude	5/07	
Give original materials to OAS	Jude	5/07	
Mail meeting summary and cover memo to Authority members	Jude	5/07	

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Complete entry of new and amended designations into GMIS	Jude	5/09	
Update in-house AA's and submit to ISU for Intranet	Jude	5/09	
Send all updated AA's to appropriate federal program office	Linda	5/14	
Submit new and revised sub-grant forms to Jude and Sylvia for entry	Staff	5/21	
Complete the entry of sub-grant data	Jude & Sylvia	5/28	