

**TEHA 2010 Deadlines**

<b>Report from Chapter Treasurers (Tax Purposes)</b>	<b>January 15, 2010</b>
<b>Get with Treasurer-No late reports</b>	
W-9, 990 Information	
Bank Statements with detail report including receipts	
<b>2010 Educational Conference</b>	
Preliminary Announcement	<b>June 1, 2010</b>
CE Applications	<b>June 1, 2010</b>
Mail Outs	<b>August 2, 2010</b>
<b>NEHA Awards</b>	
Sabbatical	<b>March 1, 2010</b>
Snyder Award	<b>July 15, 2010</b>
<b>TEHA Awards</b>	<b>July 15, 2010</b>
Burl Cockrell Scholarship	
I.E. Scott Award	
Thomas E. Edmonson Meritorious Award	
Chapter Meritorious Service Awards	
Industry Meritorious Awards	
Honorary Life Membership Award	
<b>Nomination Committee-Officers &amp; Governing Council</b>	<b>July 15, 2010</b>
<b>Present to GC at August meeting</b>	
Minimum 2 candidates for 2 <sup>nd</sup> VP	
At least 4, no more than 6 GC candidates	
<b>Deadline for mailing ballots back to TEHA office</b>	<b>October 1, 2010</b>
<b>Beacon Chapter Reports-Bring to GC Meetings (except summer edition)</b>	
Winter 2010 edition	January 8, 2010
Spring 2010 edition	April 16, 2010
Summer 2010 edition-also preliminary AEC mailer	July 1, 2010
<b>Meeting mail Outs and Preliminary mail outs</b>	
Preliminary mailers for bulk mail	6 weeks before meeting
Code Enforcement CE Approval	6 weeks before meeting
OSSF CE Approval	45 days before meeting
Printing CE Forms	4 weeks before meeting

**Meeting Dates**

<b>2010 Governing Council Meetings</b>	<b>8:30 am on January 8<sup>th</sup>, April 16<sup>th</sup> and August 6<sup>th</sup>, 2010</b>
	<b>12:30 pm on October 22<sup>nd</sup>, (After the AEC)</b>
<b>Hotel Reservation Cut-Off</b>	<b>December 20, March 28, July 18</b>
<b>2010 Annual Educational Conference</b>	<b>Omni Southpark—October 19<sup>th</sup>-22<sup>nd</sup>, 2010</b>
<b>Hotel Reservation Cut-Off</b>	<b>September 27<sup>th</sup>, 2010</b>