

Houston Calligraphy Guild Calendar Sept.2024 - May 2025

Month	Key Activities	Responsible Party	Deliverable(s)	Notify/Send to Blast Creator/Editor	Notify/Send to Webmaster (Mimi R)
YEAR 2024					
Sept	Early Bird - Secret Pal reveal - part 1	Secret Pal Moderator - Lauren Cole	Email re Program	✓	✓
	Program - Secret Pal reveal - part 2	Vice President - Marvaette Washingron	Details for Blast and Web Meeting Page	✓	✓
	Update Members' Only Password	WebMaster	Details for MailChimp Notice	✓	
	Retreat - Sept 20-22 - Marriott Hotel	Debbie Dutton	Details for Blast and Web Meeting Page	✓	
October	Early Bird - Typefaces, Hand letters part 1	Presenter - Cindy Haller	Details for Web Meeting Page	✓	✓
	Program - Typefaces, Hand letters part 2	Presenter - Cindy Haller			
	Monthly Program	Vice President - Marvaette Washington	Details for Web Meeting Page		
	Fall Social	Social Chairman - Kathleen Hulse	Social Details for Blast and Web	✓	✓
	Major Wrkshp - Holly Monroe - Oct.19-20	Wrkshp Chairman - Lynn Ayres	Details for Web Meeting Page		
November	Early Bird - Banners, Doodles, Dangles	Presenter - Marvaette Washington	Details for Blast and Web Meeting Page	✓	✓

	Program - Monoline Letters, sketch book	Presenter - Charlotte Daigle	Details for Blast and Web Meeting Page		
	XMAS Card Exchange Program	Vice President - Marvaette Washington	Announcement for Blast and Website	✓	✓
	Fall mini-wrkshp - Momoko Suzuki - Nov. 9	Wrkshp Chairman - Lynn Ayres	Details for Blast and Web Meeting Page		
December	Program - XMAS Card Exchange	Vice President - Marvaette Washington	Reminder in Blast & Meeting Page	✓	
	XMAS Social	Social Chair - Kathleen Hulse	Details for Blast and Web Meeting Page	✓	✓
	Circulate Draft of January Bd Mtg Agenda to Board members	Secretary - Currently Education Chair - Cindy H.	Google Document		
NEW YEAR - 2025					
January	Board Meeting	President and Board Members	Determine Scholarships/Dollars, Select/Name Secret Pal Coordinator		
	SWCC - will host again in 2030	President, Education Chair, Workshop Chair, Retreat Director	Nazareth Retreat Center, Program, Goody Bags...		
	Early Bird - Etegami Writing	Presenter - Marvaette Washington	Details for Blast and Web Meeting Pages	✓	✓
	Program - Writing between the Lines	Presenter - Terry Hausner	Details for Blast and Web Meeting Pages		
	Plan Spring Mini-Workshop	Education Chair	Details for Blast and Web	✓	✓

February	Monthly Program - TBD	Vice President- Mavaette Washington	Details for Blast and Web Meeting Pages	✓	✓
	Valentine's Social	Social Chairman - Kathleen Hulse	Details for Blast and Web Meeting Pages	✓	✓
March	Early Bird - Modern Callig - part 1	Presenter - Sarah Batmale	Details for Blast and Web Meeting Pages	✓	✓
	Program - Modern Callig - part 2	Presenter - Sarah Batmale	Details for Blast and Web Meeting Pages		
	Membership Renewals	Membership Chair - Terri Barrow	Create Campaign Announcements for Blast and Web	✓	✓
	Scholarship Promotion	Scholarship Chair - Sharon Halstead	Announcement for Blast and Web	✓	✓
	Secret Pal Program	Secret Pal Coordinator	Create Campaign Announcements for Blast and Web	✓	✓
	Spring Mini-Workshop	Education Chair - Cindy Haller	Detail for Blast and Web Pages	✓	✓
April	Early Bird - Cursive Writing - Part 1	Presenter - Terry Hausner	Details for Blast and Web Pages	✓	✓
	Program - Cursive Writing - Part 2	Presenter - Terry Hausner	Details for Blast and Web Pages		
	April 1 - turn on Renewals	Membership Chair	Notify webmaster to turn on renewals		✓
	April 1 - turn on Scholarship Application	Scholarship Chair	Notify webmaster to turn on applications		✓
	April - turn on SecPal applications	Secret Pal Coordinator	Notify webmaster to turn on applications		✓
	Spring Social	Social Chair - Kathleen Hulse	Details for Blast and Web	✓	✓

	Circulate Draft of June Board Mtg Agenda to Board members	Secretary / Assistance from Education Chair for new Officers*	Google Document		
May	Monthly Program - To Be Determined	Vice President - Marvaette Washington	Details for Blast and Web Meeting Page	✓	✓
	Announce Summer Study Workshops	Education Chair - Cindy Haller	Schedule, Descriptions, Cost and Registration Details for Blast and Web	✓	✓
	Secret Pal Program	Secret Pal - Coordinator	Send Notice of Secret Pal to Participants		
	Outgoing/Incoming Board Luncheon	Currently - Education Chair - Cindy Haller	Send Notice to Board Members		
	Circulate Draft of June Bd Mtg Agenda to Board members	Secretary	Send out Google Document and reminders to Board		
June	Board Meeting	President	Updated Google Doc to Board Members		
A46:F57A41:F57 A38:F57A34:F57 A2A50:F57A30:F57AA50:F57					