

**NOTE: Dates and Information are subject to change. Check with OADG Directors for most up to date information.**

**5 Show Boxes – Susan Otto**  
**Education Box – Cathy**  
**Coffee Pot – Cathy**  
**Promotions - Diana/Kiki**

**January**

- Update this schedule (Chair)
- Director memberships in NOW!
- Previous year AGM report document Complete
- Finalize Director Contact List
- Directors Meeting (Sun Jan 24)
  - 1 Previous Year End Treasurer Report
  - 2 Budget review based on year-end
  - 3 Local Show Sponsorship discussion – charity shows too?
  - 4 Newsletter Material
  - 5 Review Awards Criteria if ready
  - 6 AGM Debriefing, minutes approval
  - 7 Review planning calendar
  - 8 Education planning
  - 9 OADG Procedural guidelines review
- First Newsletter of the Year (Late January)
  - 1 From the Chair
  - 2 Membership form
  - 3 Next meeting dates
  - 4 Clinic dates – Forms on website only
  - 5 Award winners on website only
  - 6 Thank retiring directors
  - 7 Banquet Sponsor List
  - 8 AGM wrap
  - 9 Review of last year
  - 10 Show Sponsorship for next year if ready
  - 11 Classified
  - 12 Show List if ready
  - 13 Membership cards note – local & Ont
  - 14 2010 rules posted!
  - 15 Note about less paper newsletters or \$5.00 cost?
- Horse show scheduling completion.
- Send out OADG ad for Ottawa Valley Horse Show Directory
- Check/Update web pages related to your position. Update contact list with new directors
- Digital photos of merchandise on web site
- Reserve Banquet facility if ready – Deposit required. (Banquet/Treasurer)

**February**

- Archive for previous year - Dorothea
- Annual OADG Inventory (show items, video tapes, promotional items)
- Equine Canada AGM ????
- CADORA Ontario Meeting – Conference Call

1. Sponsorship of Championship?
2. Request \$100 for sponsorship of championship show from CADORA Inc. As well.?
3. Championship qualifying information if any changes!

**March**

- Directors Meeting (Mar 12 or 14)
  - 1 Review Final Awards Criteria
  - 2 Library Budget – 2009 World Cup?
  - 3 Inventory Results
  - 4 Education - Status of April Clinic
  - 5 Finalize sponsorship of Local Shows
- Newsletter Late March (after meeting)
  - 1 Upcoming Clinics
  - 2 Membership Form – on website
  - 3 Awards criteria for current year – on website
  - 4 Show List – prize lists not mailed note and Silver show FEI note.
  - 5 Rule changes note
  - 6 Last newsletter to those who have not renewed.
  - 7 No June paper newsletter? Depends on Stephen Clarke clinic status
  - 8 Classified
  - 9 Request for Sponsors for OADG events
  - 10 Local Show Sponsorship Information
  - 11 Auditor form for April clinic on website
- CanAm London Mar 19-21

**April**

- Directors Meeting (Sun Apr 11)
  - 1 Membership Tally
  - 2 Treasurer's Budget re-review
  - 3 Get awards committee in place for start of show season
  - 4 Set-up rotation for representation at local shows
  - 5 Clinic Setup
- Mail Membership Cards – Local & Ont
- Cadora Ontario AGM April 25<sup>th</sup> Guelph
- Get an OVHSD BOOK for next year contact information.
- Phone/Email members who have not renewed as a reminder. (Filter List and Email) (Membership)
- Clean up membership list – remove non-renew
- Eddo Hoekstra Clinic April 17/18
- Mail out show sponsorship info with posters and cheques to spring shows (Caroline)

**May**

- Confirm Engraver for Awards (Awards)
- SHOWS!
- Contact Melissa for possible Banquet MC again

**June**

- Directors Meeting (June 25)

- 1 Membership Tally
- 2 CADORA reports
- 3 Dressage Canada reports
- 4 AGM for this year discussion.
- Newsletter (End June – no paper version?)
  - 1 Clinic reports
  - 2 Remaining show dates
  - 3 Classified
  - 4 Barn News
  - 5 Services page reminder
  - 6 Library List
  - 7 Stephen Clarke info if available.
- Sponsorship Letters – Send out for Banquet and AGM
- Hay

**July**

- Shows
- Check out the Richmond Fair Ground for 2011

**August**

- Shows
- Capital Classic Jumpers??

**September**

- Trophy Retrieval begins – (Awards)
- PeeWee Award on what's new
- Silver Championship Eastern Division
- Newsletter (Early/Mid September)
  - 1 Awards submission form
  - 2 Trophy return reminder
  - 3 Banquet ticket closing date
  - 4 Volunteer of the year request
  - 5 Horse Owner of the year request
  - 6 Classified
  - 7 Stephen Clarke Clinic Details
- Directors Meeting (Sept 17)
  - 1 Decide on returning directors for next year, and what positions are then open
  - 2 OADG AGM Planning Completion – Date, Speaker, Location
  - 3 Volunteer of the year award
  - 4 Trophy purchase required?
  - 5 Banquet planning – M.C., opening... finalize menu and price
  - 6 CADORA reports
  - 7 Stephen Clarke Clinic details
- Print banquet tickets – (Caroline) CASH BAR! 220 tickets for 2010
- CADORA Ontario fall meeting (Silver championship and AGM for next year set at this meeting)

**October**

- Sponsorship Phone Call for Banquet – Follow Ups – Dog and Horse Bakery in OEF calendar.
- Awards submission deadline Oct 8
- Award calculations Finalized (Sunday Oct 17)

- Trophy retrieval of those outstanding trophies
- Banquet donations for prizes, followup
- Promotional material for banquet
- OEF AGM Oct 22-25
- Stephen Clarke Clinic Oct 23/24 & Cadora Inc AGM.
- Newsletter – Middle of Oct
  - 1 OADG AGM announcement
  - 2 Open director positions
  - 3 Banquet Announcement CASH BAR – MAKE SURE ALL MATERIAL IS UPDATED!
  - 4 Banquet ticket order form – on website
  - 5 Banquet table reservation – on website
  - 6 Classified

**November**

- Directors Meeting (Sun Nov 7)
  - 1 Banquet Finalization – setup, cleanup, promotions, Audio/Visual
  - 2 OADG AGM Finalization – Procedures, setup, cleanup, promotions, Audio/Visual, coffee, food,
  - 3 Review membership form for next year
  - 4 Next year CADORA AGM
  - 5 Next year Silver Championships
  - 6 Awards Book Paper Colour
  - 7 Volunteer of the year award finalization
  - 8 Owner of the year award finalization
- Clinic Planning for next year
- Royal Winter Fair Nov 5-14
- Grey Cup
- Get CADORA membership prices for next year
- Get OADG membership form for next year ready.
- Banquet Ticket Deadline Mon Nov 15 - \$\$ Received by this date by any director!!!!
- Banquet Sat Nov 20 CedarHill
- OADG AGM – Sun Nov 28?
- Thank-you Letters for Banquet Sponsors
- Contact Cadora with Names of new board members by December 1<sup>st</sup>
- Horse show scheduling begins for next year.
- Rebook CedarHill for next year banquet

**December**

- Renew Club/Director Insurance by Jan 1<sup>st</sup> (Treasurer)
- Update this schedule (Chair)
- Meeting dates for next year (Chair)
- Establish Clinic plans for upcoming year so they can be published in the newsletter.
- Update director contact list and distribute to all directors (Chair)
- Update web site with new contact information (webmaster)
- Horse show scheduling
- Get membership list ready for 2010!