

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

**5 Show Boxes – Susan Otto/Kiki  
Education Box – Caroline  
Promotions – Caroline**

**January**

- Update this schedule (MGR)
- Director memberships in NOW!
- Previous year AGM report document Complete
- Finalize Director Contact List (MGR)
- Directors Meeting (Sun Jan 22 – SD 29 - 2:00 pm, Cathy Gordon)
  - 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
- Horse show scheduling completion
- Inform show organizers of the RULES of what they can and cannot do.
- Send out OADG ad for Ottawa Valley Horse Show Directory (OVHSD)
- 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**

- First Newsletter of the Year (Early February)
  - 1 From the Board
  - 2 Membership form
  - 3 Must join by May 31<sup>st</sup> 2012 (Board)
  - 4 Next meeting dates
  - 5 2011 On The Levels DVD available
  - 6 Clinic dates – Forms in next newsletter
  - 7 Award winners on website reference
  - 8 Thank retiring directors (Board)
  - 9 Banquet Sponsor List (Get from website)
  - 10 AGM wrap (MGR)
  - 11 Review of last year (Board)
  - 12 Show Sponsorship note for next year if ready (Treasurer)
  - 13 Classified
  - 14 Preliminary Show List – look on the website!
  - 15 Membership cards note – local & Ont (Board)
  - 16 2012 DC rules posted! (Board)
  - 17 Enews ONLY after March (Board)
  - 18 Why don't you apply to Stephen Clarke? (CADORA)
- Archive for previous year - (MGR)

- Annual OADG Inventory (show items, video tapes, promotional items)
- CADORA Ontario Meeting – Conference Call
  1. Sponsorship of Championship
  2. Request \$100 for sponsorship of championship show from CADORA Inc. As well.? (CADORA)
  3. Championship qualifying information if any changes!
- EC Convention – Feb 1-6 St John's NF
- Deadline for Dressage Canada funding application is **MARCH 1<sup>st</sup>**. (EDU)

**March**

- Directors Meeting (Sun March 18 – SD 25 – 3:00 pm, Spiritwood)
  - 1 Review Final Awards Criteria
  - 2 Library Budget? What to get?
  - 3 Inventory Results
  - 4 Education - Status of May Clinic
  - 5 Finalize sponsorship of Local Shows\$\$\$ plus prizes
- Newsletter Late March (after meeting)
  - 1 Membership Form
  - 2 Awards criteria for current year on website (AWARDS)
  - 3 Use the SAME NAME for your horse and Yourself!
  - 4 Must join by May 31<sup>st</sup> for all awards (for OADG, CADORA)
  - 5 Show List - look on the website!
  - 6 Rule changes note – Someone to provide
  - 7 Last newsletter for those not renewed.
  - 8 Classified
  - 9 Request for Sponsors for OADG events
  - 10 Local Show Sponsorship Information
  - 11 Clinic information and forms pointer (EDU)
- Can-Am London Mar 16/17/18

**April**

- Directors Meeting (Sun Apr 29 – 3:00 pm, Kiki)
  - 1 Get awards committee in place for start of show season
  - 2 Set-up rotation for representation at local shows
  - 3 Clinic Setup -  
Select someone to write a report
- Mail Membership Cards – Local & Ont (membership)
- Cadora Ontario AGM?
- Get an OVHSD BOOK for next year contact information.
- Mail out show sponsorship info with posters and cheques to spring shows – Specify post poster, announcement, program note, use for prizes.
- Remind show organizers to post their results ASAP for OADG awards tracking purposes.

**May**

- Phone/Email members who have not renewed as a reminder. (Filter List and Email) (Membership)
- Clean up membership list – remove non-renewals (Membership)
- OADG Clinic May 19/20 Benhaven
- SHOWS!

**June**

- Confirm Engraver for Awards (Awards)
- Directors Meeting (Fri June 1 – 7:00 pm, Pierre)
  - 1 Membership Tally
  - 2 CADORA reports
  - 3 Dressage Canada reports
  - 4 AGM for this year discussion
  - 5 Select MC for Banquet
  - 6 Select guest speaker for Banquet
  - 7 New rules for schooling show scheduling for 2013. Too many shows not focused on dressage at poor facilities.
- Newsletter (End June)
  - 1 Clinic report
  - 2 Remaining show dates – see website
  - 3 Classified
  - 4 Barn News
  - 5 Services page reminder
  - 6 Library Reminder
  - 7 Championship Poster – Judges
  - 8 Clinic suggestions
  - 9 Any awards reminders?
- Hay
- More shows

**July**

- More Shows

**August**

- More Shows
- Capital Classic Jumpers??

**September**

- Trophy Retrieval begins – (Awards)
- PeeWee Award on what's new
- Silver Championship Eastern Division Sept 9
- Start GOLD show scheduling - registration with DC by end of SEPTEMBER.
- Sponsorship Letters – Send out for Banquet
- Newsletter (Early/Mid September)
  - 1 Awards submission form – on website
  - 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 Gold shows – end of month registration reminder.
- Directors Meeting (Fri Sept 14 – 6:30 pm, Laura-Lee)
  - 1 Decide on returning directors for next year, and what positions are then open (OPEN – CHAIR, )

- 2 OADG AGM Planning Completion – Date, format, 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 Print banquet tickets – (Judy) CASH BAR! 250 tickets for 2012
- 8 Host Next year CADORA AGM??
- 9 Host Next year Silver Championships

**October**

- CADORA Ontario fall meeting (Silver championship and AGM for next year set at this meeting)
- Sponsorship Phone Call Banquet – Follow Ups
- Awards submission deadline Oct 8?
- Award calculations Finalized (Sunday Oct 14)
- Trophy retrieval of those outstanding trophies
- Banquet donations for prizes, followup
- Promotional material for banquet
- OEF AGM ??
- Newsletter – Middle of Oct
  - 1 OADG AGM announcement
  - 2 Open director positions
  - 3 Banquet Announcement CASH BAR
  - 4 Banquet ticket order form
  - 5 Banquet table reservation
  - 6 Classified
  - 7 Silver Sponsors

**November**

- Directors Meeting (Sun Nov 4 – 3:00 pm, Heroncrest)
  - 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 Awards Book Paper Colour (2011 GOLD)
  - 5 Volunteer of the year award finalization
  - 6 Owner of the year award finalization
  - 7 OADG membership cost for 2013?
- Clinic Planning for next year
- Royal Winter Fair Nov 2-11
- Grey Cup Nov 25 Toronto
- Get CADORA membership prices for next year
- Get OADG membership form for next year ready.
- Banquet Ticket Deadline Sat Nov 10 - \$\$  
Received by this date by any director!!!!
- Banquet Sat Nov 17
- OADG AGM – Fri/Sat/Sun/Mon (Nov 23-26) – Grey cup is in Toronto on the Sunday. We need to pick another day or do an early meeting on Sunday. I think Monday would be good – Dewmont – 7:00 pm OK?
- 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.
- Book a facility for next year banquet

**December**

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