



## Extra- Contractual Committee Meeting

Wednesday, November 20, 2019

4:00 PM EST.

- I. Welcome/General Announcements
- II. Committee Membership
  - a. Ideas to increase conference call attendance
    1. Guest Speakers
- III. Subcommittee Updates:
  - a. Conference
    1. New York Conference & Holiday Party – Dec 5<sup>th</sup>
    2. 2020 Annual Conference – Registration Opens Dec 2<sup>nd</sup>
  - b. Publications
    - Deadlines for Content:  
**February Print Issue:** Due Dec. 20, 2019  
**May Print Issue:** Due March 27, 2020  
**August Print Issue:** Due June 26, 2020  
**November Print Issue:** Due September 25, 2020
  - c. Webinars
    1. Dates & Topic Suggestions
- IV. Communications/Calls
  - a. Committee calls will be held on the first Wednesday of the month every other month.
  - b. Reminders will be sent via email one week before and posted on the committee's announcements page the day before.