

Calendar (rev. June 30, 2017)
IMLS Grant
**“Staying in the Game: Engaging Retired Museum Professionals in
Service to the Field”**

Phase 1

August 1, Conference Call

- Project overview and expectations of participants
- Initial discussions about agendas for Convening and Conference Round Table

September 15, Conference Call

- Review agendas for Convening and Round Table
- General discussion about existing retirement programs (e.g., SCORE)

OCTOBER

October 10

- Agendas for Convening and Round Table complete
- Calendar, work product template, and conference questionnaire complete

Oct. 24, Convening, 8 a.m. – 3:45 p.m. State Ballroom, Crowne Plaza, Oklahoma City

Oct. 25, Round Table, 1:15 p.m. – 2:30 p.m., Derrick Ballroom, Crowne Plaza
“Not Out to Pasture Yet...Keeping Retirees in the ‘Field’”

Oct. 25, Additional meeting of grant group, 3 p.m. – 4:15 p.m., Presidential Suite, Crowne Plaza

Further discussions, as needed, among grant participants

NOVEMBER

November 2

Participants submit expense forms to Pat

November 2

Sharon and Pat submit SF270 for first IMLS reimbursement

November 10, Conference call, 3-4 p.m. (Mountain), 4-5 p.m. (Central)

- Task Groups report on
 - work plans for their respective projects
 - paragraphs describing projects
 - thinking regarding MPMA survey, possible questions
- Decide on blogs, articles

December 5

Submit second SF270 for IMLS reimbursement (including final conference expenses for which MPMA needs reimbursing, and computation of MLD's and Sharon's time toward match requirement)

DECEMBER

December 15, Conference call, 3-4 p.m. (Mountain), 4-5 p.m. (Central)

Task Groups report on:

- Projects:
 - How projects/products are defined
 - How project/product will be implemented and test-ed
 - Who is working on the project
 - Need to figure out how the projects will interface with the website (especially how information is gathered about membership)
- Survey:
 - finalize questions for survey
 - who to send survey? Full membership? Membership subset groups?
 - How to identify and communicate with soon-to-be retirees, retirees and other groups
 - Need to determine the mechanics of the survey with use of Constant Contact or Survey Monkey; preferably a member of the grant group can execute the survey.
- Initial discussion about "testing" the projects
- Decide on blogs, articles

Phase 2

JANUARY 2017

January 5

Submit SF 270

January 5

Monta Lee, Mike, Pat complete survey draft and send to grant group for their comments

January 9

Grant group provide comments/edits on survey

January 12, Conference call, 3-4 p.m. (Mountain), 4-5 p.m. (Central)

- Finalize projects per project templates
- Give go-ahead to the survey
- Grant group provide at least two names for retiree data-base (either retired or soon-to-be)
- Review website
- Grant group discuss "next steps": who's in charge of /overseeing "retirement program" if appropriate? Who's in charge of/overseeing the pieces?

- Decide on blogs, articles

January 13 (reminders are sent on the 19th and 23rd)

Survey is rolled out to membership

January 23

Survey is closed at COB; can extend for a few days if necessary

January 27

All text due for the MPMA newsletter

FEBRUARY

February 3

Complete tally of surveys and distribute to grant group

February 7-9, Mid-winter MPMA Meeting in Denver

February 8, Report to MPMA Board about Grant Projects and Get Board Feedback, time tbd

Board to be a “focus group”

February 16, Conference call, 3-4 p.m. (Mountain), 4-5 p.m. (Central)

- Discuss survey and Board feedback
- Tweaks to projects? Eliminate project(s)? Do they work?
- Review ethics statement
- Grant group provide at least two names for retiree data-base (either retired or soon-to-be)
- Review website
- Grant group discuss “next steps”: who’s in charge of /overseeing “retirement program” if appropriate? Who’s in charge of/overseeing the pieces?
- Decide on blogs, articles

February 17

Submit SF270

MARCH

March 17

All text due for MPMA newsletter

March 23, Conference call, 3-4 p.m. (Mountain), 4-5 p.m. (Central)

- Decide on concluding activities regarding projects and testing
 - possible gaps; any needs to retest?
- Grant group provide at least two names for retiree data-base (either retired or soon-to-be)

- Review website
- Grant group discuss “next steps”: who’s in charge of /overseeing “retirement program” if appropriate? Who’s in charge of/overseeing the pieces?
- Decide on blogs, articles
- Discuss the IMLS measurements and whether MPMA grant work is in compliance

APRIL

April 20, Conference call, 3-4 p.m. (Mountain), 4-5 p.m. (Central)

- Discuss the homestretch
- Finalize documents: Ethical Guidelines, Agreement
- Grant group provide at least two names for retiree data-base (either retired or soon-to-be)
- Review website
- Decide on blogs, articles

MAY

May 12

Provide draft of white paper to Monta Lee and Deb

May 18, Conference call, 3-4 p.m. (Mountain), 4-5 p.m. (Central)

- Launch the three projects
- Discuss the take-aways, findings for the white paper and final report
- Review website
- Decide on blogs, articles

May 26

Circulate draft of the white paper to grant group for comment

JUNE

June 2

Grant group provides comments on draft

June 5, Conference call, 3-4 p.m. (Mountain), 4-5 p.m. (Central)

Grant group discusses paper; reconcile comments, issues

June 6

Circulate another draft of the white paper to grant group for comment

June 9

- Circulate another draft to grant group for comment
- All text due for MPMA newsletter

June 12

- Collect additional comments from grant group on draft

June 14

Paper and IMLS required reports are in pretty much final form for Monta Lee's review before going out of town

JULY

July 1

Newsletter article submitted

July 21

Paper and IMLS required reports turned over to graphic designer

July 24

Paper posted on website

July 29- Aug. 4, Final SF 270, Paper and required reports submitted to IMLS

YEAH TEAM!!!