July 31st - (day before conference starts) Pre-conference meetings. See OkACTE app for specifics

August 1st and 2nd (unless on a weekend) – OkACTE Summit Conference

* 1st day - OHCETA Business Meeting – Discuss any new business, address old business, reports.
* 2nd day - OHCETA Conference/Luncheon
	+ Awards
	+ Introduction of new officers
	+ New President’s agenda for OHCETA
	+ Breakout Sessions
* OHCETA Officer Meeting (during breakout sessions)

August 8th – Send out letter to officers letting know of upcoming meetings (can be a reminder if already discussed at meeting).

Aug 27-29– Leadership OKACTE @ Durant OK, Choctaw Casino and Resort. All officers invited to attend (includes Members at Large/Cluster VPs). OKACTE waives registration fee. OHCETA may provide financial assistance with lodging/per diem if the officer’s school cannot pay.

September/Octoberish – Fall OHCETA Executive Council Meeting. Oct 5th tentative date for Fall 2023 Meeting

October – CTAC Meeting

**Late Nov/Early Dec – ACTE Vision Conference –**

January – CTAC Meeting 4-5:30, OKC

March 1st – Nominations open for next OHCETA Elections.

* Send reminder email to membership about nominations and verifying OHCETA membership. Prepare google form to collect nominations. Deadline April 10th.
* Verify membership list. Note: pull your membership list from your OKACTE account at this time to you have a record for years of service. You can save this as an excel spreadsheet. Carmen from OKACTE can assist with giving you access to a Membership list including years of service. OKACTE will remove this record and reset when OK Summit registration opens (Kebi)

**March– National Policy Seminar – Arlington, VA**

April – CTAC Meeting 4-5:30 OKC

April – Spring leadership conference. Have spring OHCETA Officer Meeting afternoon of 2nd day of SLC.

**April – Region IV Conference – 2024 Location TBA**

April 10th – Nominee information due to be turned in to current president.

* Need nominee bio and why they want the position. May also include a short video with their bio.
* Past-president to enter nominee information into electionrunner.com (or other electronic election website) & set up ballot. Past President will need to pay the fee for election runner (approx.. $50) and then receive a reimbursement check from the treasurer.

April 18th – May 1st – Nominee information will be posted on the OHCETA webpage ([tiny.cc/OHCETA](file:///C%3A%5CUsers%5CKALLEN%5CDownloads%5Ctiny.cc%5COHCETA))

* Send notification to all HCE educators that if they do not receive an email with their electronic ballot information to notify the past-president so that membership can be verified and a ballot sent.

May 1st- May 14th – Open OHCETA Elections

May 11th – Send reminder out to membership to vote in OHCETA Election

May 14th – Close OHCETA Elections, notify membership of results.