

## Basecamp Calendar and Website Calendar for all events and meetings.

### SIGs, Districts, Committees and Elected groups:

The following motion was adopted at the 2020 Fall Assembly:

*All Chapter Meetings/Events/Presentations, which includes but not limited to all districts, Special Interest Groups (SIGs), committee meetings and public policy workgroups, are placed on the APTAMA website's calendar and virtual attendance is offered when feasible to all members for all events beginning January 1, 2021*

The following procedures have been established for this.

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### **Tentative date for Events:**

- Reserve your date on Board Basecamp schedule. Always check this calendar prior to planning an event to avoid overlapping events
  - Once the event planning form is completed and received by the office, the event date will be confirmed, registration set up and placed on website calendar.
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### **Meeting dates for various groups:**

#### Elected Leader Groups:

District Reps  
SIG leadership  
Delegates  
Nominating Committee

#### Committees with Appointed Members:

Annual Conference  
Finance

#### Committees with only appointed Chair(s):

Membership  
DEI (and work groups)  
Public Policy (and work groups)

Chairs of these committees may want to establish how an invited member guest may want to be involved during the meeting (observation vs input to the committee)

## Process:

Group leader with access to Board Basecamp:

- “Add event” on schedule (trying not to overlap major meetings or events)
- Name meeting with Committee, SIG or District name
- Date and time
- In notes, indicate virtual option and if you need a zoom link
- AND who a member can contact to participate and get the link.
- Choose to notify Tamara or add Tamara in the “with”: this will trigger the office to put the meeting on the website calendar and set up a Zoom link if needed.

This is an example of how our BOD meeting looks on the website calendar:

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### **APTA MA Board of Directors Meeting**

02/9/2021

APTAMA Board meets to advance the Strategic Plan.

Meeting will be virtual starting at 7pm

Members welcome. If you plan to attend, please notify [tamara@libertysquaregroup.com](mailto:tamara@libertysquaregroup.com)

Below are screenshots on how to set up / reserve a spot on the Board Basecamp:

+ New event

# Schedule

[Add this Schedule to your Google Calendar, Outlook, or iCal...](#)

January							February						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28						
31													

Wed, Jan 27

Nothing's on the schedule

Add an event

Sun, Feb 7

Exec Mngmt Evaluation Due 

Wed, Jan 27

Nothing's on the schedule

**xxx Committee**

All day?

Starts Wed, Jan 27, 2021 7:00pm

Ends Wed, Jan 27, 2021 7:30pm

Repeat Don't repeat

With  Tamara Paolangeli x

**B** *I* ~~ABC~~        

Zoom link requested.  
Members interested in attending should contact: xxx@gmail.com

- When I post this, don't notify anyone.
- Let me choose who to notify...

Post this event

Cancel

On this line, add Tamara. Start typing the name and then you should see the name come up as an option