

Wagion Manual of Administration and Handbook Updates

Date:	Event:	Details:	*Email Blasts will be sent out following meetings
8/29/21	Opening Discussion	Get more opinions, explain roles, expand members	(Meeting @ 8pm)
8/29-10/3/21	Wagion History Section	Updating the Wagion history section of the Handbook (Pages 4-11 of old book)	
9/22/21	Submission of Cover Ideas	I need all "cover prototypes" submitted	
9/26/21	Voting on Cover Ideas	Will occur through an email blast/google form	
10/3-10/8/21	Compile Section	Collection and combination of everyone's work	
October LEC	Present Wagion Handbook	Show the new handbook to the LEC and get approval	
10/10-11/7/21	Revise Section I	Revise and edit Section I: Lodge Rules	
11/7/21	Review Section I	Email blast will contain revised Section I to be reviewed by the committee	
11/7-12/5/21	Revise Section II	Revise and edit Section II: Duties of the Lodge Officers and Advisors	
12/5/21	Review Section II	Email blast will contain revised Section II to be reviewed by the committee	
12/5-1/2/22	Revise Section III	Revise and edit Section III: Duties of the Operating Committees (Contact chairmen and adv.)	
1/2/22	Review Section III	Email blast will contain revised Section III to be reviewed by the committee	
1/2/22-2/6/22	Revise Section IV	Revise and edit Section IV: Duties of the Special Committees (Contact chairmen and adv.)	
2/6/22	Review Section IV	Email blast will contain revised Section IV to be reviewed by the committee	
2/6-3/6/22	Revise Section V	Revise and edit Section V: LEC Operating Duties on a Time Chart	
Lodge Banquet	Feedback Discussion	Host a general discussion of the progress and any needed changes	
3/6/22	Review Section V	Email blast will contain revised Section V to be reviewed by the committee	
3/6/22-4/3/22	Revise Section VI	Revise and edit Section VI: LEC Resources	
3/6/22	Review Section V	Email blast will contain revised Section V to be reviewed by the committee	
April Weekend	Feedback Discussion	Host a discussion about finalizing the MoA	
4/25-5/29/22	Finalize MoA	Make final changes needed to the MoA	
5/29/22	Distribution of MoA	Email blast with the final MoA	
June LEC	Present MoA	Show the new MoA to the LEC and get approval	
June Weekend	PARTY!!!	Great job everyone!!! :)	

- = Individual Tasks
- = Zoom meeting
- = In-person meeting
- = Presentaion to LEC for approval
- = Email Blast

Committee Members:
 Chair - Jayden Provance
 Advisor -