

National Opera Association
2024 ADMINISTRATIVE CALENDAR

(version 1/21/2024; A living document updated regularly by the office of the Executive Director)

Early January

- BOD Mtgs./NOA National Conference
Committee roster finalized and posted online; committees sent their charge (President)
- Conference Surveys and other post conference reminders sent out to members from the office of the ED

January

- SIO Winter Newsletter published (on hiatus?)
- December - *Opera Journal* Fall/Winter issue published / call for submissions

January 20

- Secretary - Deadline for Conference Minutes to designated proofreader, The President Elect
- President-Elect submits Administrative Calendar to ED for publication on the NOA Website

February 5

- Proofreader (President-elect) – sends corrected minutes to the Board (14 days from receipt of minutes from Secretary)

February 15

- All competition guidelines reviewed by committees for upcoming cycles and changes sent by designated Committee Chairs to ED:
 - Opera Production Competition
 - Vocal Competition
 - COSC
 - Research (scholarly papers, dissertation, call for papers)
 - Stage Director Fellowship
 - (Chamber Opera in even years)
- Conference theme developed and Call for Proposals opens (led by the VP for Conferences)
- Call for Nomination Suggestions out to membership led by the Chair of the Nominating Committee in collaboration with the ED

March 15

- Research competition guidelines (scholarly paper/dissertation) updated online in collaboration with the Chair of the Research Committee

- JoElyn Wakefield-Wright Opera Stage Director Fellowship guidelines updated online in collaboration with the Opera Stage Director Fellowship Chair
- Research competition application opens online
- JoElyn Wakefield-Wright Opera Stage Director Fellowship application opens online

April 1

- Production competition guidelines updated online in collaboration with the Chair of the Opera Production Competition
- Vocal competition guidelines updated online in collaboration with the Chair (or co-chairs) of the Vocal Competition
- COSC competition guidelines updated online in collaboration with the Chair (or co-chairs) of the COSC
- Chamber opera competition (in even years) guidelines updated online in collaboration with the Chair of the Chamber opera competition
- Production competition application opens online
- COSC competition application opens online
- Chamber opera competition opens online
- Close of member nominations for board of director positions, list of suggestions sent to chair of nominating committee for their work.

April 22

- JoElyn Wakefield-Wright Opera Stage Director Fellowship application deadline

May 1

- Nominating Committee tentative slate due to Executive Committee (Suggested candidates have been contacted about their willingness to be considered for the position in question, and board of directors responsibility document shared with them.)
- Deadline for Conference Session Proposal Submissions (three weeks before mid-year)
- Chamber Opera Competition Scores due (odd years)

May 10

- Treasurer's Financial Review Deadline to be submitted to the Board of Trustees
- Committee Reports Due to the Secretary (10 days before mid-year)

May 15

- Board of Trustees submission of Financial Review to the Board of Directors

May 21-23 (Tentative)

- Mid-year Board Meeting in Savannah, GA
- Conference Planning Session - The VP of conferences shall provide a Preliminary Conference Schedule and information pertinent to the vetting process and organization of the Conference Committee.

June 15

- Conference Schedule Draft created and shared by the VP of Conferences with the ED and President for approval
- Site visit for next conference hotel selection
- Argento fellowship years: deadline to revise guidelines/process and open applications for Composer and Voice fellowships
- Mid-Year Meeting Minutes submitted to designated proofreader (Secretary sends to President-elect) 14 days after final Mid-year Board mtg
- Opera Production Competition deadline

July 1

- Publication of Schedule and Notification of Presenters by the VP of Conferences.
- Proofreader (President-elect) – sends corrected Minutes to the Board (14 days from receipt of Minutes from Secretary)
- *Opera Journal* Spring/Summer issue published / call for submissions

July 15

- SIO Summer Newsletter published
- Nominating Committee slate reflecting candidates' acceptance of their approved nomination due to Executive Director, including headshots and standard 150-word bio for each

August 1

- Vocal Competition on-line application opens

August 15 (even years)

- Chamber Opera Finalists (3) chosen (Finalists performed at Conference in odd years. Winner performed at Conference in even years)

September 1

- Conference registration opens online
- Executive Committee decides finalist adjudicators for vocal competition and COSC (input from committees)

October 15 (annual)

- Carolyn Bailey Argento Vocal Competition deadline
- Collegiate Opera Scenes Competition deadline
- Poster Session deadline
- Scholarly Paper Competition deadline
- Dissertation Competition deadline (even years)

November 1

- Slate of Officer and Board of Directors nominations published to membership

November 15

- Conference program draft to Executive Director
- Collegiate Opera Scenes Competition finalists notified (chair of COSC)
- Opera Production winners notified (chair of OPC)

November 16

- Scholarly Papers notified (chair of Research notifies and confirms if presenter will attend conference)
- Poster Presenters notified (chair of Research)
- Dissertation winner notified (chair of Research, even years only)

November 22

- COSC Finalists submit their confirmation and program details to the COSC Chair
- Scholarly Paper winner info confirmed to attend conference (sent to VP Conf and ED)
- List of Poster Presenters sent to VP Conf and ED (Research chair)

November 29

- COSC Committee Chair Submits all program information to the Executive Director

December 1

- Firm deadline for all program copy for conference program (VP Conf receives from all relevant areas)

- Advertising payment and ad copy deadline
- All reports sent to board members electronically

December 5

- Vocal Competition finalists notified (review – this happens earlier now!)
- Conference program to VP for Conferences for proofread
- ED sends current conference registrant list to chairs of Research, VP Conference, Vocal Competition, Pianists, and COSC. Chairs are responsible for checking in with all invitees who have yet to register.

December 10

- Conference program to printer

December 15

- Committee reports due to President

December 23

- Conference registration deadline

Early January

- BOD Mtgs./National Conference

CALENDAR NOTES:

The Sacred in Opera Initiative is on a four-year rotation of sessions in the following manner:

2016 – SIO Production - Indianapolis (Chamber Opera Production)

2017 - Breakout - Santa Barbara

2018 - Plenary – SIO Award - New Orleans (Chamber Opera Production)

2019 – SIO Production - Salt Lake City

2020 - Breakout - Cleveland (Chamber Opera Production)

2021 - Plenary – SIO Award

2022 - Breakout

2023 –Breakout

DEFERRED a year: 2024 - Plenary – SIO Award or Production