

Agenda Checklist/Backup Schedule for Commission Meetings in 2026

Date of Meeting	Location of Meeting	Planner	<u>Agenda Items Due Date</u> Submit agenda checklist and backup material electronically to MHTCAgenda. Must be approved by a member of the Executive Team prior to submittal to Commission Secretary. *For closed agenda items, an email containing the links should be sent to CS.	<u>Ebook Publication</u> Commission Secretary sends out Ebook to Notebook Review Meeting participants. Commission Secretary also sends linked agenda to divisions, units, and business unit leaders for review.	<u>Ebook Review Meeting</u> Meeting notices are sent by the Directors Office and the meeting is usually held in Room 101. Please check meeting notice for confirmation.	<u>Final Backup Deadline</u> Final backup, including all revisions from the Ebook Review meeting, should be completed by the below listed deadlines. On the below dates and times, the CS SharePoint site will be locked down to read-only access.	<u>Final Ebook Publication</u> Commission Secretary publishes final Ebooks for open and closed meetings along with any applicable committee meeting or workshop.
January 7	Jefferson City	Betty	December 16, 8 a.m.	December 17, 12 p.m.	December 19, 10 a.m.	December 29, 12 p.m.	December 30, 12 p.m.
February 4	Jefferson City	Lisa	January 20, 8 a.m.	January 21, 12 p.m.	January 23, 10 a.m.	January 26, 12 p.m.	January 28, 12 p.m.
March 4	Jefferson City	Betty	February 17, 8 a.m.	February 18, 12 p.m.	February 20, 10 a.m.	February 23, 12 p.m.	February 25, 12 p.m.
April 1	Jefferson City	Lisa	March 17, 8 a.m.	March 18, 12 p.m.	March 20, 10 a.m.	March 23, 12 p.m.	March 25, 12 p.m.
May 6	Jefferson City	Betty	April 21, 8 a.m.	April 22, 12 p.m.	April 24, 10 a.m.	April 27, 12 p.m.	April 29, 12 p.m.
June 3	Springfield	Lisa	May 18, 8 a.m.	May 19, 12 p.m.	May 21, 2 p.m.	May 26, 12 p.m.	May 27, 12 p.m.
July 1	TBD	Betty	June 15, 8 a.m.	June 16, 12 p.m.	June 18, 10 a.m.	June 22, 12 p.m.	June 24, 12 p.m.
August 6*	Jefferson City	Lisa	July 21, 8 a.m.	July 22, 12 p.m.	July 24, 10 a.m.	July 27, 12 p.m.	July 29, 12 p.m.
September 2	St. Louis	Betty	August 18, 8 a.m.	August 19, 12 p.m.	August 21, 10 a.m.	August 24, 12 p.m.	August 26, 12 p.m.
October 7	Jefferson City	Lisa	September 22, 8 a.m.	September 23, 12 p.m.	September 25, 10 a.m.	September 28, 12 p.m.	September 30, 12 p.m.
November 5*	Camdenton	Betty	October 20, 8 a.m.	October 21, 12 p.m.	October 23, 10 a.m.	October 26, 12 p.m.	October 28, 12 p.m.
December 2	Kansas City	Lisa	November 17, 8 a.m.	November 18, 12 p.m.	November 20, 10 a.m.	November 23, 12 p.m.	November 24, 12 p.m.

* This meeting is scheduled for Wednesday/Thursday due to a holiday/election day.

Ebook review meeting was rescheduled so corresponding deadlines were adjusted.

^ The meeting date was changed so corresponding deadlines were adjusted.