



SMITH COUNTY  
**BAR FOUNDATION**  
Executive Director's Report

December 2017

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The following is a general summary of my activity:

- **Management and General**  
Sent meeting notice. Prepared ED report and agenda. Copied and posted agenda, minutes and ED report for Board Meeting. Ordered, picked up and set up lunch for Board meeting. Met with Treasurer to reconcile bank account and prepare financial reports for December. Deposits and checks for monthly paychecks and invoices.
- **Programs and Projects**  
Met with Volunteer Attorney Coordinator. Sent past due Fellows report to committee. Updated web site to include on line donations for memorials. Wrote and mailed memorial letter to family of Nicole Hoyle, thank you letter to Hardy Cook, Hardy PC, honorarium letter to Potter Minton and thank you letter to Ireland, Carroll & Kelley PC. Coordinated dates and volunteers for Civics program. Submitted final draft of Law Day underwriting letter for approval by Chairs. Purchased paper and envelopes for underwriter letters, printed on color printer and delivered to mailing service with mailing list.
- **Fund Raising**  
Processed and deposited Fellows pledge payments. Deposited memorial and honorarium.
- **Association/Foundation Shared Responsibilities**  
January newsletter included Foundation President's Letter, Fellows, Memorials & Honorariums, Volunteer Attorneys and Law Day.

Personal time off December 22, 27-29