



SMITH COUNTY
BAR FOUNDATION
Executive Director's Report

February/March 2018

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. Prepared unofficial financial reports for February. Deposits and checks for monthly paychecks and invoices.
- **Programs and Projects**
Met with Volunteer Attorney Coordinator and sent information on pro bono client. Sent past due Fellows report to committee. Confirmed location for Law Day committee. Emailed reminder of meeting, picked up lunch, prepared agenda, underwriting report and TAALP mock trial schedule. Ordered Liberty Bell and Justinian awards. Drafted and mailed business underwriting letters. Tracked and reported underwriting to Chairs. Drafted Law Day invitations, delivered 2017 invitations to Xpresso Café for a price quote. Copied and saved all editorials without identification, prepared a key for editorials, sent editorials to judges. Posted current Law Day information on web site and updated as needed. Confirmed TJC Apache rooms and cancelled UTT dates for Constitution Day on September 26 with Judge Stewart. Met volunteers at TJC and provided technical support for Civics game. Followed up with Tyler Today on SBOT entry for Gavel awards.
- **Fund Raising**
Processed and deposited Fellows pledge payments. Deposited Law Day underwriting donations. Processed and emailed Law Day exhibitor invoices.
- **Association/Foundation Shared Responsibilities**
March newsletter included Law Library, Volunteer Attorneys and Law Day.