



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

September 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 August and September. Deposits and checks for monthly paychecks and invoices.
- **Programs and Projects**  
Emailed Constitution Day flyers to schools, processed reservations, revised Constitution Day press release and sent to media list on September 14, and wrote narrative on responsibilities for Constitution Day for Carol Campbell, Kara Barrett, Deborah Race and Shannon Dacus. Requested volunteer mediators for three Settlement Week cases. Assigned mediators and had Orders signed by Judges. Sent signed Orders to all parties and reminded them of the fee. Met twice with Volunteer Attorney Coordinator. Followed up on Law Day 2018 chairs. Followed up with grant requests from SCYLA and LSLA to Grant Review committee. Prepared comprehensive Fellows report.
- **Fund Raising**  
Processed and deposited Fellows pledge payments. Mailed Fellows invoices. Processed and deposited Constitution Day checks.
- **Association/Foundation Shared Responsibilities**  
October newsletter included Constitution Day, Volunteer Attorneys, Justinian award, Settlement Week, and Law Library.

Personal time September 18-22