



Executive Director's Report

through August 24, 2017

The following is a general summary of my activity:

Management and General

Send email notices to board for meeting dates, confirmed dates & location, prepared August agenda, posted agenda, ED report, dashboard and financial reports for Board Meeting on web site. Ordered, picked up and set up lunch for Board meeting. Printed agendas, May minutes, dashboard, July and EOY financial reports and Conflict of Interest forms for Board meeting. Prepared checks for invoices and made IRS monthly tax deposits. Backed up accounting and prior year files to portable hard drive. Attended Bar Leaders in Houston. Set up messages on Line 2. Set up email account for admin@smithcountybar.com.

Programs and Projects

Made reservations, prepared name tags, sent reminder for CLE on August 11. Deposited lunch funds and submitted CLE hours to SBOT. Confirmed attendance, ordered and cancelled lunch for Introduction to Smith County Courts- 114 and CCL #3. Applied for and cancelled CLE for class. Sent alternate dates to Judge Getz. Submitted TAD course to SBOT for CLE credit. Followed up on topics and confirmed speakers for TAD Criminal Law CLE with Jim Huggler and Brian Rollings. Set up event and tickets on web site. Drafted and emailed notice to adjacent counties. Sent reminder email to SCBA. Processed registrations and checks. Submitted Family Law courses to SBOT for CLE credit. Set Rachael Griffith up as site administrator.

Fund Raising

Reconcilled credit card payments for dues. Processed dues paid by check and deposited checks.

Association/Foundation Shared Responsibilities

Drafted, posted and emailed August newsletter. Printed copies of newsletter, posted on Law Library bulletin Board and mailed to Emeritus members. Updated Web site. Posted Constiution Day and CLE on FaceBook. Set up groups of officers and directors for Association, Foundation and SCYLA.

Personal days – half days August 16, 17, 21, 22.