



Executive Director's Report

through December 31, 2017

The following is a general summary of my activity:

Management and General

Prepared IRS 990-EZ tax return. Prepared checks for invoices and payroll. Submitted monthly payroll taxes.

Programs and Projects

Purchased mixers, water, ice and paper supplies for Holiday Extravaganza. Set up tables with table cloths, bar with mixers, lemons, limes, etc. Picked up underwriter signs and displayed. Attended event. Cleaned up and stored or donated leftover liquor, wine, beer, cups, plates, napkins. Downloaded photos from TapSnap and used in December newsletter and on web site. Followed up with Leigh Goodson on Holiday Extravaganza invoice from Villa Montez and vases for Moss. Attended SCYLA December Board meeting, confirmed with volunteers about War Story Wednesdays, sent email and reminder for Happy Hour and attended. Attended Joint Luncheon, prepared name tags for Judges and Judges attendance report for SCYLA. Attended and provided cups, napkins and plates for Women's Section Christmas Party. Prepared mailing list and invoice as requested.

Fund Raising

Reconciled credit card dues payments. Deposited checks and processed credit cards for Holiday Extravaganza.

Association/Foundation Shared Responsibilities

Drafted posted and emailed December and January newsletters. Printed copies of newsletter, posted on Law Library bulletin Board and mailed to Emeritus members.

Personal time off – December 22, 27-29.