



Executive Director's Report

through February 28, 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. Reconciled bank account and prepared financial reports for February. Deposits and checks for monthly paychecks and invoices. Submitted monthly payroll taxes. Prepared SCYLA 17-18 membership check, attended board meeting and happy hour.

Programs and Projects

Made reservations, prepared name tags, sent reminder for CLE on February 9. Prepared announcements for President, deposited lunch funds and submitted CLE hours to SBOT. Set up BBWEP video at Genecov, registered attendees, deposited funds, submitted CLE to SBOT, ordered additional books. Communicated with Mentoring committee chairs and contacted potential mentors. Provided both mentors and mentees information on each other and 2018 program. Set up, attended and submitted CLE for Women's Section and Family Law Section CLE's. Drafted and printed mailing labels as requested.

Fund Raising

Reconciled credit card dues payments.

Association/Foundation Shared Responsibilities

Drafted posted and emailed February newsletters. Printed copies of newsletter, posted on Law Library bulletin Board and mailed to Emeritus members. Emailed Law Day committee members with meeting details, ordered lunch, prepared agenda, updated underwriters, and attended meeting. Drafted, printed and mailed letter to past business underwriters. Ordered Justinian and Liberty Bell awards. Updated Web site with Law Day and CLE.