



Executive Director's Report

through November 29, 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, printed and posted November agenda, ED report, dashboard and financial reports for Board Meeting. Ordered, picked up and set up lunch for Board meeting. Prepared checks for invoices and made IRS monthly tax deposits. Sent 990 extension to IRS. Reconciled October bank statements. Attended SCYLA board meeting and National Adoption Day.

Programs and Projects

Made reservations, prepared name tags, sent reminder for CLE on November 10. Prepared announcements for President. Deposited lunch funds and submitted CLE hours to SBOT. Prepared three mailing lists and invoices as requested. Ordered and printed Holiday Extravaganza invitations, printed underwriting levels, prepared mailing list, delivered to mailing service. Consulted with Leigh Goodson on purchase of photo booth, adult beverages, flowers, rentals, and catering for Holiday Extravaganza. Attended Joint Luncheon committee meeting. Prepared mailing list for invitations, Judges and sponsors. Scheduled Central Jury Room for Mock Trial training on Saturday, December 2. Confirmed Lucas Mackicek to provide training for students.

Fund Raising

reconciled credit card payments. Processed dues paid by check and deposited checks. Deposited checks and processed credit cards for Holiday Extravaganza.

Association/Foundation Shared Responsibilities

Drafted posted and emailed November newsletter. Printed copies of newsletter posted on Law Library bulletin Board and mailed to Emeritus members. Sent notices for Law Day committee meeting, ordered lunch, prepared agenda, draft budget, draft underwriting letters, school contest flyers. Sent TISD school flyers and received approval. Attended Law Day Committee meeting.

Personal days – November 20-21, exchanged November 22 for Veteran's Day