



Executive Director's Report through February 22, 2017

The following is a general summary of my activity:

Management and General

Send email notice to board for meeting dates, confirmed dates & location, prepared February 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. Prepared checks for invoices and made IRS annual and monthly tax reports and deposits. Reconciled bank statements.

Programs and Projects

Processed reservations, deposited funds, submitted CLE hours, ordered lunch, conferred with committee and Federal courthouse staff on room set up, checked participants in, attended happy hour and paid invoices for Federal Practice in EDTX CLE. Confirmed central jury room and courtrooms for Mock Trial competition. Ordered, picked up and delivered lunch and took photos on Saturday, February 4, 2016. Confirmed February program speaker, processed CLE reservations on line and prepared name tags for those with reservations. Prepared announcements for President, deposited lunch fees and submitted CLE hours to SBOT. Met with SCYLA Board at monthly board meeting. Met with new committee to finalize plans for Introduction to Smith County Courts program. Sent emails applications and invitations to participate to three groups. Forwarded applications to committee for selection.

Fund Raising

Processed renewals and deposited dues. Responded to two requests for printed mailing labels.

Association/Foundation Shared Responsibilities

Drafted, posted and emailed February newsletter. Printed copies of newsletter, posted on Law Library bulletin Board. Sent email to Law Day committee, prepared agenda and attended Law Day committee meeting. Drafted, printed letters and envelopes for 110 business solicitation letters. Prepared Law Day underwriters info for website and newsletter. Processed underwriting donations from law firms. Drafted reply cards, and envelopes for Law Day invitations.