



Executive Director's Report

through September 29, 2016

The following is a general summary of my activity:

Management and General

Prepared agenda and sent meeting notice. Copies of agenda, minutes, financial reports and dashboard for Board Meeting. Prepared attendance sign in sheet. Ordered, picked up and set up lunch for Board meeting. Deposited funds and prepared checks for invoices, paycheck, and tax deposits. Attended SCYLA board meeting, sent Happy Hour invitation for SCYLA and drafted check for membership dues. Reconciled bank statements. Followed up with Dawn Franks on Long Range Planning. Revised LRP reports for Board. Delivered bank documents to President and Treasurer for signatures and took to Regions

Programs and Projects

Confirmed September 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. Set up October 7 CLE's with online reservations. Drafted Holiday Extravaganza solicitation letter, sent for review, requested electronic signature, purchased paper, copied, prepared mailing list, delivered to mailing service. Confirmed venue and date. Suggested SCYLA contact President and Chair about Silent Auction at Holiday extravaganza.

Fund Raising

Updated home page on website with dues information and links. Processed credit card dues renewals, invoiced and processed check renewals. Deposited checks for dues. Prepared membership info for Board. Drafted past due membership renewal letters. Send to membership chair and President for review. Prepared list of past due members, merged, printed, folded and stuffed envelopes with letter, committees and blank invoice for first class mailing. Delivered to post office.

Association/Foundation Shared Responsibilities

Drafted, posted and emailed September newsletter. Printed copies of newsletter mailed to Emeritus members and posted on Law Library bulletin board. Attended retirement party for Judge Schneider.