



SMITH COUNTY
BAR FOUNDATION Executive Director's Report

November 9, 2016

The following is a general summary of my activity:

- **Management and General**

Sent meeting notice. Prepared ED report and agenda. Posted and copied agenda, minutes, financial reports and ED report for Board Meeting. Ordered, picked up and set up lunch for Board meeting. Deposits and checks for monthly paychecks and invoices. Met with Treasurer to reconcile bank statements. Communicated with John Davis on automation extension for 990. Paid invoices for Volunteer Attorney Appreciation lunch.

- **Programs and Projects**

Wrote check for SCYLA grant Followed up on mediation donations for Settlement Week cases. Three of five cases paid in full; two cases paid by one party and one case is still pending mediation. Ordered and received screen and cart for final TBF grant acquisition. Drafted and sent out Texas Bar Foundation final report on grant for Civics Game. Requested and was approved for plan to spent \$205 left over to send letters to community organizations. Drafted and had civics game letter to community organizations approved. Delivered PowerPoint and SCBF video to City for Leadership Tyler civics game presentation. Printed name tags for Volunteer Appreciation lunch, contacted Judge Love to be MC and Judge DeVasto to speak, drafted and sent program to speakers, confirmed Drew Camps as photographer and videographer, set up, attended and broke down Volunteer Appreciation lunch. Attended Smith County Commissioners Court when they were approving Self-Represented litigants contract with law library.

- **Fund Raising**

Processed and deposited Fellows and Settlement Week donations.

- **Association/Foundation Shared Responsibilities**

November newsletter included Settlement Week, Law Library and Volunteer Attorney articles.