

## **TLA Executive Director's Report: June 9, 2016:**

### **Activities:**

#### **April 2016:**

- Attended TLA Conference 2016 in Kingsport
  - Ordered and obtained plaques for Honors/Awards
- Made preparations for Board Retreat
- Prepared schedule/locations for 16/17 Board meetings
- Processed membership applications/checks
- Paid TLA bills / deposited income
  - Payments to various persons/businesses for Conference 2016 expenses
  - Processed onsite and online payment for conference registrations
- Processed Quarterly Report for IRS / SS / Medicare / State of TN
- Reconciled all bank accounts
- Reconciled all credit card payments
- Responded to phone calls / emails / print correspondence

#### **May 2016:**

- Processed membership applications/checks
- Paid TLA bills / deposited income
- Reconciled all bank accounts
- Reconciled all credit card payments
- Responded to phone calls / emails / print correspondence
- Prepared for June Board Retreat and Board meeting:
  - Reservations
  - Facility and food decisions
  - Agenda