

TO: Phil
FROM: Darla
DATE: August 31, 2004
SUBJECT: **Office Manager's Report – August**

Since I'll be gone for two weeks during September, I probably won't give you another report until the end of October.

Bank Balance:

Our bank balance as of today is **\$18,896.51** in checking and **\$573.97** in savings. Legislative assessment and fourth quarter dues payments are coming in, and our bank balance seems to be on the rise again.

Update:

- **Schedule to End of Year** – I am compiling a tentative schedule of what will be happening from now until the end of the year and will give you a copy by the end of the week. Activities include:
 - Board elections
 - EVP evaluation
 - Directory update
 - Bookkeeping/Projection
 - Awards
 - Campus Visits
 - Interns
 - December 2 Board Meeting
 - Printing new stationery
 - LAC meetings (to be scheduled later)

- **Legislative Assessment** – As of today, nine papers have paid and we have received \$2,735.34 of the total \$47,728.52 billed. When I return from vacation I will send out a reminder billing to those who have not yet paid.

- **Board Member Calls to Associate Members** – We have now heard from three of the nine board members who agreed to make calls to delinquent and dropped associates. So far no concrete results.

- **Miscellaneous Projects:**

- Fred Walser of Computer Geeks removed some unused programs from Helen's computer so that it will operate more efficiently until we can replace it (hopefully around the first of the year). At the same time, he did some work on my personal laptop and got both my home e-mail access and work e-mail access working. This will allow me to check my TDNA e-mail while I'm on vacation, and it will enable us to check TDNA e-mail while we're at convention hotels. Work on the two computers cost \$172.39.
- Ky Hote of Computer Geeks will be in tomorrow (Sept. 1) to teach Ken and me how to update TDNA's new website.
- I'm nearly finished reorganizing convention records, which are now accessible in a set of 12 very large ring binders. Next I'll do the same for awards records (which won't be nearly as big a job) then I'll work on the drawer files in my office, and finally I plan to be packing and labeling boxes for the move before the end of the year. I've already got TDNA's financial records in pretty good shape.

Vacation: I'll be gone from Monday, September 13, through Friday, September 24. Modena no longer has a cell phone, so I will call in at least once while I'm gone (more often if you want). I will also be able to check my e-mail when we have access to a phone line, but that won't be every day since we will probably be in campgrounds more often than in motels.

Helen's Schedule: I'll give you Helen's schedule during my vacation as soon as I find out what it is.