

TO: Phil
FROM: Darla
DATE: June 3, 2003
SUBJECT: **Office Manager's Report – May**

Bank Balance:

Our official bank balance as of today is **\$53,798.41** in checking, **\$4,958.55** in savings, and **\$29,873.30** in a six-month \$30,000 treasury bill that will mature in August. Our savings account at Frost Bank is only earning around \$2.00 per month, so I'm wondering if we should just close it.

Update:

- **Convention** – \$38,910.18 has been paid in convention billings, and \$19,542.89 is still due. There is enough now to pay the hotel bill, which I will do today. The hotel is the last convention expense to be paid. If all billings are paid, we would net \$11,512.80. \$2,169.41 of uncollected money was billed to no-shows, however, so the net profit could be \$9,343.39 if they don't pay. A summary of expenses and income is attached showing the projected net profit.
- **Jefferson-Pilot lawsuit** – I still don't have an answer from anyone at Jefferson-Pilot about our pension plan's life insurance policies. I left another message on their toll-free lawsuit line today. But I have printed the lawsuit material off their website and I don't think our life policies are involved. According to the lawsuit notification, it concerns policies with the prefix CA (Current Assumption Life or Excess Interest Whole Life policies). TDNA's policies have the prefix JS, JP or QP. So I assume it does not concern our life insurance, but I'm trying to get someone to tell me that for sure.
- **Bookkeeping** – Bookkeeping is moving along toward the first budget projection of the year. I'll be able to give you year-end financial information on 2002 soon.
- **Miscellaneous** – There are no major projects underway now, although the Ad Rate Survey is still on hold. I will continue to help Ken update the current webpage and plan for a new webpage. Helen will be coming in less throughout the summer, although she will continue to handle the monthly Linage Report and the certificates and awards program for summer interns.

Vacation:

As we discussed, my vacation plans are finally taking shape. I've used over a week of comp time so far this year to compensate for extra hours worked late in 2002 and early in 2003. If four weeks of vacation are still available to me for 2003 as you said, I'll be taking vacation these dates:

- 1 week & 1 day (comp day?) – August 25 through September 2. Labor Day is Monday, September 1, and I will return on Wednesday, September 3.
- 1 week – September 15 through September 19
- 2 weeks – sometime in October