

TO: Phil
FROM: Darla
DATE: September 4, 2002
SUBJECT: **Office Manager's Report – July/August**

This memo covers two months, since I did not complete a July report before my vacation in early August. Since I'll also be on vacation from September 16 through October 1, I'll give you details on September and October in the same report around the first of November.

Bank Balance:

- Our actual bank balance as of today is \$50,790.11 in checking and \$4,929.20 in savings.

Cash Flow:

- I'm keeping an eye on TDNA's bank balance and will keep you informed. Now that we are receiving Legislative Assessment funds we should be OK.
- Recent cost saving measures have been to: eliminate my cell phone (\$50+/mo); eliminate pagers (\$50/mo); change telephone service providers (\$100-\$200/mo); not renew QuickBooks support plan (\$150/yr); and not renew some or all memberships in TSAE, SPJ, American Express, and Sam's Club (\$600/yr).

Updates:

- **7/24/02 board meeting** – We have my typed meeting notes as well as Greg Shrader's.
- **8/1/02 advertising committee meeting** – I am working on Linage Report revisions with committee chairman Darrell Coleman in order to have a new format ready for the January 2003 report. I have not yet focused on committee suggestions concerning the Major Ad Rate Survey.
- **New telephone service** will be installed this month. Mpower will replace Southwestern Bell for all our local/long distance and DSL service. As outlined in my memo to you regarding the new service, we will have voice mail and web hosting features. Ken plans to switch TDNA's website to Mpower.
- **Budget projection** as of end of September, and 2003 budget draft, will be one of my priority projects when I return from vacation.
- **Legislative Assessment** - all remaining invoices were mailed last Friday (8/30/02). We have received 40% of the assessment so far. Two board member papers have not yet paid – Corpus Christi and Palestine – and Houston (also billed early as a metro) has not yet paid. A list of amounts billed and payments is attached and board member billings are in bold.

- **The upcoming activities list you requested** will include: directory update, board elections, EVP evaluation, awards committee meeting, 2003 summer intern program, preparation for 2003 Regular Session of the Texas Legislative.
- **Last call for Fentress Award** – was mailed today (Wednesday) and first call for Murphy and Hartman awards will go out next week. We have received four Fentress entries.
- Recipient of **Mayborn Award scholarship** has been selected and the scholarship funds have been requested.
- **2001 income tax return** is being prepared by Threadgill, Ryan & Associates (accountant Mike Maluschka again asked if I was ever going to become proficient on QuickBooks ... and I do still have a prepaid seminar that I have not yet had time to schedule).
- I have not yet given you the typed **“Information on Auto Lease”** sheet you compiled because I was checking cost figures and have not yet gotten back to that project.

Work Load:

- I haven't kept track of my overtime during the past couple of months, but it hasn't been a lot.
- Helen will be in one day next week, and she will work two 7-hour days each week I'm gone on vacation. After that I hope to have her do most or all of the work updating the directories (maybe a day a week?).