

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

**Bank Balance:**

Our official bank balance as of today is **\$62,666.22** in checking, **\$4,952.31** in savings, and **\$29,873.30** in a six-month \$30,000 treasury bill.

**Update:**

- **Telephone Service** – I've got a proposal from Logix Communications and will check with one or two other companies. Logix would cost us about the same as our current provider Mpower, or perhaps \$50 more per month. Logix fees would depend on whether or not we can use the router we already have and whether or not we choose to have 3-way calling. Without those two options, their monthly cost would be about what we're paying now Mpower. With Logix we'd be paying 4.5 cents per minute long distance, compared to 4 cents with Mpower, and we'd have a larger band width (more speed) for Internet access – 448K compared to 320K we now have.
  - The downside of Mpower is that they've been sold, their Austin staff seems to have disappeared, and their customer service is practically non-existent.
  - The downside with SBC is that communication among their myriad of offices is in a constant snarl, so billing problems are impossible to solve.
- **Convention** – Both full mailings have been processed. Remaining mailings will be: board member contacts of publishers not registered, special invitation to past presidents, last (probably faxed) notice to publishers and associate members.
  - Kestrel Printing is working on the program.
  - Contracts: Bullock Museum contract signed, deposit paid, remainder due 3/17; buses contract signed, deposit paid, remainder due 3/9; RKGroup still being finalized; Bar & Grill Singers letter agreement only; Barton Creek Resort contract signed, deposit paid; pianist telephone agreement only.
  - Helen has ordered award plaques.
  - Speaker details for rooms and A/V are being collected.
- **Linage Report revision** – Sign-up for the 2003 (revised) Linage Report is complete and Helen will be e-mailing the January report today or tomorrow. Last year's special advertising committee redefined ROP inches, removed preprint data as a separate item, and added percent variation of total revenue. Both the report and data form are now computer friendly – they are easily viewed and used on the computer screen, and they are transmitted via e-mail.

- **Circulation Report** – There were 37 papers included in the new Circulation Report. The January report was e-mailed last week
- **Directories** – Sales of the 2003 directories appear to be on track considering that we were late getting it printed. We've sold \$2,700 in directories so far this year, and about \$700 of that has been collected. The second bulk mailing of directory order form flyers was processed last week.
- **Website** – We're moved back to MCS-Austin and Ken is checking out a demo website MCS-Austin is setting up to allow us to manage our website online through them (to replace the problematic FrontPage software we've been using). We've paid Computer Geeks quite a bit in the past months to help solve our website problems and to take care of its maintenance. Computer Geeks have installed an online registration form for the 2003 convention, installed a data submission form for the Circulation Report, and have updated the data form for the Linage Report.
- **QuickBooks** – Helen and I are learning how to post invoice payments to QuickBooks. I am now processing a stack of directory payment checks. We've been using QuickBooks for some time to create deposits, but the process leading up to the deposits is now a little different with the handling of both payments to invoices and checks pre-paying for directory orders.

**Pending:**

- **Ad Rate Survey** – This project is still waiting for me to have time to revise the survey according to the special advertising committee's recommendations.

**Overtime:**

I worked at least 16 hours of overtime during February.