

TO: Ken
FROM: Darla
DATE: October 2, 2007
SUBJECT: **Office Management Report – September 2007**

Ken, I haven't been keeping up this report monthly, but I'll try to do this at least quarterly from now on. In addition to letting you know what I'm doing, it helps me stay more organized and will hopefully provide some insight into TDNA's activities and my work schedule for my replacement.

I still have a lot of filing and organizing to do, but this past summer I made some headway archiving records of past board meetings, annual budgets, conventions, awards, etc.

Bank Balance:

TDNA has **\$10,800.53** in checking, **\$10,544.14** in savings, and **\$156,147.31** with Frost Brokerage Services. The total is **\$177,491.98**. (*Checking and savings figures are as of the end of September, Frost Brokerage investments are as of the end of August.*)

Updates:

- **Board Elections** ... It's time to begin the fall election process again. I am preparing the standard election materials and will have them to you in a couple of days. To get us started, you and Charles Moser will name a nominating committee, and I will mail ballots to current board members so that they can pick a treasurer for next year.
- **Intern Program** ... Helen is just winding up this year's intern program activities. This summer's interns have received certificates, and entries in the F.M. Fentress Award contest for editorial interns have been sent to the judge, Elwood Wardlow in Sarasota, Florida.
Next, Helen will poll member papers to find out who will be hiring interns for the summer of 2007, we will print a poster listing those papers and send it to Texas colleges, and the annual intern program cycle will begin again.
- **December Board Meeting** ... Before I left on vacation, you and Charles had selected Thursday, December 6, as the date for the next board meeting and I reserved the Green Room at the Headliners Club for that day. I did not, however, notify the rest of the board of that date. I will send an email to the board today.

- **2006 Income Tax Return** ... I will be delivering a box of financial records to Threadgill, Ryan & Associates sometime next week. As usual, we will be filing by the final deadline of November 15.
- **Website** ... As I mentioned last week, Fred Anders is planning to move *www.tdna.org* to his new server. If TDNA will pay all or part of the cost of his time and labor to do this, he will make sure it happens in a timely manner. We also have the option of upgrading the look and function of TDNA's website as part of that process (at additional cost). Fred would like to discuss this with you soon.

Coming up:

- **2008 Directory** ... As soon as I finish last year's income tax, Helen and I will begin the directory revision process for next year. As 2008 TDNA president, Gary Borders will choose the cover photo.
- **Online Memberships Task Force** ... It's time to get this going as directed at the December 2006 board meeting by Jeremy Halbreich. He specified the committee members: Olaf Frandsen (chairman), Patrick Birmingham, Nelson Clyde, Jeremy Halbreich and Doug Toney.
- **New Award Committee** ... In July the board decided to consider the possibility of creating a new award category as an incentive for building attendance at the annual convention. Members of this committee are Patrick Birmingham, Matt Oliver and Doug Toney. They are to bring their findings to the December board meeting, so it is time to put this committee into action.
- **Copier Replacement Analysis** ... The sales reps haven't forgotten me, and I'll be talking to them soon. I will have new figures to consider for the 2008 budgeting process. Per the board's recommendation, I will contact newspaper corporations for their input and I will consider leasing rather than buying next time.
- **Associate Member Recruitment** ... Between now and the board meeting I will send letters to potential associate member firms with information on TDNA and an invitation to join.