

TO: Phil
FROM: Darla
DATE: November 1, 2002
SUBJECT: **Office Manager's Report – September/October**

Bank Balance:

- Our official bank balance as of today is \$67,774.52 in checking, plus a deposit of \$12,625.24 I made after work yesterday that hasn't registered yet, and \$4,933.44 in savings.

Updates:

- A summary of my telephone conversation yesterday with Lee Burhenn is on your desk. Lee provided information on **TDNA's pension plan contributions** that conflicts with information Jack Foley gave you during your meeting with him yesterday. I send Jack a copy of my notes from Lee, and also called to make sure he got them.
- **Budget Projection** is nearly finished. You'll have the 2002 year-end projection and the 2003 budget draft Monday so that we can begin preparing board reports for the December 4 board of directors meeting.
- **Board elections** ballots will be mailed Monday, as soon as the alternate nominee is confirmed for the one-year term. You have a copy of the 10/30/02 nominating committee conference call minutes.
- I have communicated with **Advertising Committee** chairman Darrell Coleman via e-mail and he knows I'll get back to working on Linage Report revisions and the Major Ad Rate Survey after budgeting is completed.
- **Circulation Report** data collection forms and cover letters were mailed yesterday (10/31/02) to publishers inviting them to participate.
- **Taggart/Mayborn Award** mailing with the revised rules sheet and new nomination forms will be mailed early next week. The Taggart Award information will also go to the "second-in-command" list.
- **H.M. Fentress Award** plaques and checks were mailed yesterday to Rachel Patton and Stephen Dove. I also prepared a news release on the intern awards which Helen faxed to AP and Austin bureaus.
- **2003 Intern Poster** is being printed. When the posters are delivered, Helen will mail them to Texas colleges to inform students of internship possibilities for next summer.
- **EVP evaluation** went to board members 10/28/02 and the additional short list of goals was mailed 10/30/02.

- **Legislative Assessment** reminder was mailed 10/18/02 to all who hadn't yet paid. Today we have received a total of \$45,654.72. There are 16 papers that have not paid a total of \$2,531.76. Most of those were billed \$100.00 and two are no longer members. The only non-contributing paper that was billed more than a couple hundred dollars is the *Tyler Morning Telegraph*, which was billed \$684.53.
- **New telephone service** with Mpower seems to be working OK with no problems. TDNA's telephone service was switched from Southwestern Bell to Mpower Communications at the end of September. All telephone, computer, modem and DSL lines are now part of an "Integrated T1" trunk line. There have been no DSL line failures since we switched telephone service providers. We'll eventually switch our website hosting from Team Foundation/Moose Computer Systems to Mpower Communications. This will probably happen whenever *The Dallas Morning News* computer person starts redesigning our webpage.
- **Southwestern Bell billing problems** appear settled, thanks to customer service rep Gayle Koehn in Wichita, Kansas. Ms. Koehn called me in response to my 10/02/02 letter to Southwestern Bell offices in Dallas, Houston and San Antonio. After months of confusion and annoyance from SWB, Ms. Koehn quickly pulled up computer records relating to the problems we've been having and followed up. As a result: high-volume penalty charges since May are being refunded; line charges are being refunded for the old DSL line at our Congress Avenue office that we continued to be billed for after our move. In her last call to me this week Ms. Koehn informed me that a refund check of \$1,552.49 was in the mail. And the odd letters are no longer arriving from various SWB locations around the country welcoming us to their service, etc.
- **Voice Mail** that is part of our new phone service package doesn't seem to be a bother, so I have not disconnected it. We get maybe two messages a week, which are usually telemarketing recordings received after office hours. We have also received a couple of legitimate calls. For now I'm just leaving it as is.

Work Load:

- A modest amount of overtime. I was a little slow in getting all bills paid this month, and the budget projection had to be delayed during other projects.
- Helen is working two 7-hour days a week and takes care of all income posting and deposits. She is handling the 2003 directory revisions with Morgan Printing. She's made a second call for revisions, most have been received, and she plans to get everything to the printer early next week.