

TO: Ken
FROM: Darla
DATE: August 30, 2006
SUBJECT: **Office Management Report – June, July, August**

Bank Balance:

TDNA has **\$49,282.07** in checking. **\$81,438.94** is about to be invested in money market with Frost Brokerage Services, which will leave **\$2,500** in savings. The total is **\$133,221.01**.

Updates:

- **John Murphy Nomination** ... I have not yet begun to put together John Murphy's nomination for the TPA Hall of Fame but will be working on that over the next couple of weeks. The entry deadline is September 30.
- **Campus Visits** ... As you know, Helen has mailed letters and request forms to college journalism and advertising departments inviting them to use TDNA as a source of classroom speakers.
- **Intern Program** ... Helen has been keeping track of summer interns and furnishing them certificates with Jeremy Halbreich's signature and TDNA's seal. She is now sending out a final call for entries in the F.M. Fentress Award contest for editorial interns.
- **Listservers** ... I am creating a couple more lists so that I can follow up Helen's notices on Campus Visits and the Fentress Award with email reminders to college journalism departments and member newspaper editors.
- **Board Elections** ... The fall election process will begin in September to choose a treasurer for the 2007 board of directors and to fill vacancies.
- **Pension Plan** ... We are halfway through the transition from the old pension plan to the new one. We've opened the new Merrill Lynch 401(k) account with PayChex as the administrator, but we have yet to finally close the old Jefferson-Pilot plan and transfer that money.

- **Bookkeeping** ... Monthly bookkeeping is up to date through the end of July and I'm getting together the box of 2005 records so that our accountant can prepare the 2005 income tax return.
- **Data Storage** ... I've updated desk drawer and boxed files in my office (taxes, payroll, pension, insurance and annual financial records). Cleaning and reorganizing other files (bios, photos, history, office equipment, conventions, board elections, members, and various reference topics) will go on through the rest of the year. I also have yet to sort through a couple boxes of old pension plan records.
- **Pending** ... The associate member drive is still pending, but will happen this fall. Also still pending is the gathering of information from other state press associations on membership requirements, particularly concerning online newspapers, so that the board can update TDNA's by-laws as needed.