

TO: Phil
FROM: Darla
DATE: April 1, 2002
SUBJECT: **Office Manager's Report - March**

Notes:

- Vacation – You can reach me at Tim Thompson's (**702-719-3807**) or on my cell (**415-5627**). I'll be gone all next week, March 25-29, for my week of 2001 comp time. Helen will work 7 a.m. to 4 p.m. on Monday, Tuesday and Thursday.
- Jack Von Runnen just resigned from Bowater. He cannot tell us who he is going to work for yet, but he will call you soon. He said Tony Graves of Bowater would like to take over the golf tournament, so I assume that means Jack will no longer be associated with Texas newspapers. In the meantime, his home phone number is 972-380-0344 and his cell phone number is 214-683-9390. (I have Jack's golf prize money in my desk drawer. He asked that we hold it until he comes to Austin in a couple weeks.)
- Elevators – e-mail Emily at eweber@cbre.com, or call Emily or Sue at 338-0101, any time you have a problem with the elevators in our building. They are keeping a log and want to know about every malfunction. And if the elevator doesn't respond when you push the UP button, try pushing the DOWN button to get the doors to open.

Convention:

- Thank-you letters were finished and overnighted to Greg Shrader.
- Hartman's check for \$1,000 has arrived, and I invoiced the *Port Arthur News* for their matching \$1,000.
- Charles Moser has chosen Sam Houston State University to receive the Mayborn scholarship, and Helen will follow up with the appropriate letters.
- I have filed a copy of Fred Hartman's preferred bio on his grandfather to be used for all future Hartman Award presentations.
- After hotel and speaker invoices arrive, I will tally the cost and figure member billings.

Updates:

- Attached is a memo on my conversations with Lee Burhenn and Jack Foley about the sudden increase in pension plan contributions. The bottom line is that, whether or not anybody knew it was going to happen, the IRS did increase the maximum beginning with 2001 and TDNA will either have to come up with an extra \$2,800 to catch up 2001 contributions and an additional \$14,400 (unbudgeted) for 2002 ... or revise our target benefit plan. Jack Foley will be in to see me on Wednesday, April 3, to do the yearly update.

- Our United HealthCare plan for group health insurance renews as of April 1. Our new premium billing statement for April shows only an overall increase of \$115 monthly, with a decrease in your insurance cost. The note you gave me with Roger Galloway's figures seems to be right. I called him today and he said UHC apparently already figured in your Medicare benefits. I will talk to Roger again when I get back, and after he has looked at your new Medicare card. Then I'll be able to figure the impact on the 2002 insurance budget. It looks like there will be a little savings.
- Guardian rates for dental insurance will also go up on April 1. TDNA will pay about \$26 more per month beginning April 1.
- The second and final mailing of directory order form flyers will go out within the next week or two. We just received the disc containing the Texas lobbyists mailing list and I have forwarded it to Smart-Mail and put a little more money in our bulk mail account.

Pending:

- Revise and finalize the 2002 budget. *[priority]*
- 2001 income tax information to accountant. *[by early summer]*
- Figure out the programming for the two 10-button phones. *[soon]*
- Advertise the new *Law & the Media in Texas*. *[soon]*

Financial:

- Our actual bank balance as of today is \$27,320.29 in checking and \$4,907.40 in savings. TDNA's \$40,000 treasury bill was cashed in early in order to supplement cash flow, and second quarter dues invoices were mailed early.

Work Load:

- I worked a little over 20 hours of overtime during the eight days prior to the convention. Modena had been donating her time to help me out, but I paid her \$10/hour for the Friday she worked just before the convention.