

TO: Phil  
FROM: Darla  
DATE: October 29, 2004  
SUBJECT: **Office Manager's Report – September & October**

**Bank Balance:**

Our bank balance as of today is **\$34,241.81** in checking and **\$10,551.30** in savings.

**Updates:**

- **Board elections** – Ballots have been mailed and are starting to come in. The only steps remaining are congratulatory letters to new board members and a news release.
- **Legislative Assessment** – On October 6 I mailed reminders to those who had not yet paid. As of today, we have received **\$44,800.41** of the \$47,728.52 billed. We budgeted \$47,000.00. We would need to receive another \$2,199.59 to reach that goal. A list of assessment payments is attached.
- **Budget** – I am working on the year-end budget projection. Since we have been working on the 2005 budget for the past couple of years, that is already set with the exception of salaries numbers to be set by the board of directors.
- **Move** – Both Ken and I have visited with Mike Hodges and his contractor John Cheline a couple of times. Electrical outlets and phone lines are OK. The workroom and storage shelving has been removed from this office and put up in the new office. You and Ken have edited and approved moving notice flyers, and Helen and I will soon begin inserting them in bill payments and other mailings. Packing is ongoing.
- **Miscellaneous Projects:**
  - Directory update – Underway. Helen completed the first mail out asking for directory updates on October 15. Next week s will get those updates to Morgan Printing for the first revision.
  - Campus visits – Ken has found all but one requested speaker so far (I think) for college journalism and advertising departments this year. I have asked him to give me the names when he is finished so that I can keep an ongoing yearly record of requests and speakers.
  - Intern program – Posters for the 2005 summer intern program have been mailed to journalism departments and daily college newspapers. In addition to the usual Texas journalism mailings, I added four out-of-state journalism departments this year.
  - Stationery bids – I have received two of the three bids I requested and will soon choose a printer.
  - Awards – I delivered the Mayborn Award scholarship money to UT yesterday. Helen is mailing the Fentress plaques and checks today.