

TO: Ken
FROM: Darla
DATE: September 12, 2005
SUBJECT: **Office Management Report – August & 1st half of September**

Bank Balance:

TDNA has **\$25,939.33** in checking and **\$25,247.91** in savings – a total of **\$51,187.24**. This compares to a total of **\$19,470.18** at the end of August last year. This is normally a low time of year so it is a good sign that we are able to leave money in savings. I will be billing quarterly dues today or tomorrow, which will give us another surge in cash flow for the fall.

Updates:

- **Associate Member Solicitation** – I told you that soon after the July 28 board meeting I would begin acting on the board's request to organize contacts to potential associate members. However, I have not yet done this. This week I will:
 - draft a letter for your approval inviting potential associate members to join TDNA
 - mail those letters to the list of potential members included in the board meeting books
 - e-mail the list to the board asking them to choose firms to personally contact as a follow-up to TDNA's letter, and attach the talking points membership benefits lists also included in the board books
 - the e-mail will also ask the board to suggest firms the business with who are not on that list

If all companies on the list are not chosen by the board members, I can either make calls myself or try to get a couple of publishers who are past board members to make the calls – whatever you advise.

- **Website Update** ... The most sorely neglected and out-of-date section of TDNA's website is the list of associate members (we still list Enron as a member). I have contacted Ky Hote and arranged to mail him extensive revisions of both the associate and newspaper members. So I will also be working on this in the next few days.
- **Campus visits** ... Helen has sent out the customary letters to Texas universities asking if they would like a newspaper representative to speak to their classes ... and so far we have received one request.
- **2006 convention** ... the letter from Bob Carlquist was mailed Friday, and I am continuing to bring my convention records up to date.

- **2004 Income Tax** ... The income tax materials were delivered to Threadgill, Ryan & Associates on Friday, September 2. The report is due to IRS by November 15. Last year I got the materials to the account in time for us to meet the August 15 deadline. Most years, though TDNA files by the November 15 deadline.
- **Pension plan trustee change** ... the board action to make you the new trustee of the TDNA Retirement Plan has been mailed to Jefferson-Pilot.
- **Selection of new payroll service** ... Attached is information on ADP versus PayChex. I feel it wouldn't hurt to try ADP and see how we like them.
- **Selection of new bank** ... pending – I haven't yet investigated the interest rates, fees and services of other banks to compare with the proposal by Bank One and our current services at Frost Bank. This week I will begin calling banks and credit unions as you suggested.
- **Awards** ... Helen has mailed out the first call for entries in the Bright Idea contest. I updated the wording on the Bright Idea poster, and I will update the guidelines for the other awards before she sends those.

Vacation:

I took off one week in the middle of August to move, will take off a second week the first week of October for a small trip, and would like to take off the third week a day or two at a time to make long weekends if that's alright with you.