

TO: Ken
FROM: Darla
DATE: December 27, 2005
SUBJECT: **Office Management Report – November & December**

Bank Balance:

TDNA has **\$16,000.01** in checking and **\$3,560.42** in savings – a total of **\$19,560.43**. These are our bank account balances now. Unfortunately, the checking account was \$0.01 until I checked this morning. I was surprised because I knew we had more money than usual for the end of the year, but I obviously should have moved some out of savings before now. So we may incur some bank service charges on our December statement ... but it's taken care of now. We have automatic overdraft protection at Frost Bank, so they were pulling money out of our money market savings to cover each transaction. Helen will also make a deposit and take it to the bank this week.

I promise to expand my working knowledge of QuickBooks during the 2006 year, which will allow me to monitor our cash flow before it goes through the bank and before I work it out in Excel spreadsheets three months after the fact. (And if I don't, be sure to hire someone who is proficient in computerized accounting software when I retire.)

Updates:

- **Board elections** ... We still need to do a news release and send it to member publishers, E&P, Presstime, etc. ... but I guess not until after we have the special board election to select a new treasurer. I'll get on that as soon as I get back. We may send out a ballot to all board members to be faxed back – just as we do with the regular treasurer election. Or we may have just the officers choose someone in a conference call. This has happened a few times before ... so I will look back in my files to see what the procedure was.
- **Website move** ... Now we're cooking. We can get things updated now with Fred right next door. After the directory is finished I'll start updating the list of newspapers again. See what you think about changing the color of TDNA's logo so we don't look so much like TPA's website.
- **Associate member solicitation** ... Will do this when I get back.
- **Lobbyist activity reports and 2006 registrations** ... Your registration for 2006 has been filed and paid for. Activity reports for 2005 will be accepted on the Ethics Commission website beginning January 1, so I'll do yours and Donnis' reports when I get back.

- **2006 dues billings** ... All done. All annual, semi-annual, first quarter, and January monthly dues have been invoiced for 2006.
- **Directory revision** ... Going on and on ... Helen and I are doing all the initial typesetting, and I keep searching for website and email addresses on the Internet to fill in basic data before we send out pages, so it's taking a while. We have finished the newspapers and associate members and the updates are coming back in. I'm still working on the colleges and corporate owners.
Changes/improvements to 2006 edition:
 - bigger size
 - coil bound to open and lie flat
 - photo on cover
 - email addresses
 - adding Reuters to wire services
 - adding all campus newspapers to college section and listing them with the college (in the past we showed only dailies and listed them as a separate group)
 - adding all corporate owners (in the past only those owning at least two papers in Texas were included, but over the years that wasn't held to – because Gannett has only the *El Paso Times*, and Knight-Ridder owns only the *Fort Worth Star-Telegram* – so it became a matter of big owners versus small or independent owners ... so I'm now including everyone)
 - adding two new papers: *Katy Courier* and *The River Cities Daily Tribune* and their corporate offices
- **TDNA listserver** ... Sub-domain name has been established and publishers list created. Will soon add listservers for advertising directors, editors, circulation managers and associate members. Publishers listserver has been used once with no hitches. Will be used again soon to remind them of awards contest deadline.
- **2006 decal sales** ... We have the new decals and have been receiving orders. Helen will fill them while I'm gone.
- **2006 payroll** ... I have entered our new salary data on the ADP website.
- **Board meeting minutes** ... I have emailed the minutes and a finalized 2006 budget to you.

I'm leaving my daughter's phone number on your desk, and I will be back in the office on Wednesday, January 4, 2006. Happy New Year!