

TO: Phil
FROM: Darla
DATE: February 3, 2003
SUBJECT: **Office Manager's Report – January**

Bank Balance:

- Our official bank balance as of today is \$118,413.73 in checking, and \$4,950.41 in savings. Unnecessary services charges from past months have been credited to savings. A \$30,000 six-month treasury bill is being purchased today.

Update:

- **Circulation Report** – The new Circulation Report is now established. Last week the last mass mailing went out with the December Report and January data form. I have e-mail addresses of most participants and also e-mailed these documents to those people. In the future most of the data going back and forth will come and go via e-mail.
- **Linage Report revision** – The new Linage Report and data form – designed to be transmitted via e-mail – are finally finished. As soon as I get the go-ahead from the special advertising committee, this mailing will go out to all ad directors to sign up participants for 2003. My last task for this project will be to help Helen set up the needed data base in her e-mail address book and assist her in getting familiar with its operation.
- **Directories** – The 2003 directories have been printed and delivered, the first mailing of order form flyers has gone out, and we're receiving orders. In my continuing effort to put **QuickBooks** to better use, I established "item" codes today and formatted directory sales invoices and sales receipts for prepaid orders. This will allow me and Helen to quickly produce QuickBooks invoices that automatically calculate and total directory prices, sales tax and shipping – according to number sold, pricing and sales tax category. Then, when payments are received and deposits created in QuickBooks, we will also be able to post payments where they are due ... but learning that process is still ahead of us.
- **2002 Year-End** – Sales tax report and 1099 forms have been taken care of.
- **Board elections** – News release on 2003 board of directors was mailed to all member papers and e-mailed to AP.
- **Website transition deja vu** – This has happened all over again, this time back to the original domain host. This put Ken back a little since the details fixed by Ky Hote were lost and must be done again.
- **Sue Mayborn Project** – I have done some research for Lissa Vahldiek's "roast" and will be spending a little more time on this.

- **Convention** – My plan for this week is to blitz four flyers and the rest of the forms required for the first full convention mailing planned for this Friday. It's a big help that I'm able to grab most of the photos I need right off the Internet, without taking the time to get photos mailed to me and then scan them. Here's what I will be working on this week:
 - Flyer: photos of Bob Bullock Museum and Driskill Hotel – Austin theme with details on Sunday night event
 - Flyer: featured speakers – photos of Governor, Lt. Governor, Speaker and Keynote
 - Flyer: Bar and Grill Singers – Monday President's Dinner
 - Flyer: business program speakers – (if there's time and info to put this together)
 - Agenda – two 2-sided pages
 - Golf forms – 3-page sign-up form with map to Barton Creek Resort
 - TDNA registration form
 - Driskill reservation form (already e-mailed to me, all we have to do is print them out)
 - Info sheet – two-sided green sheet with details on everything
 - Driskill Hotel brochure – two-sided card – we received our free allotment of 200, and I have ordered another 500 at 50 cents each. That will cover everyone in the first mailing and publishers/corporate people in the second mailing
 - Cover letter – your job
- Helen will be printing labels and getting the envelopes ready this week (while she's filling directory orders). I plan to ask Ken's mother-in-law, her neighbor, and possibly one of my neighbors to come in and help stuff. (Modena won't be here this time.)

Pending:

- **Bookkeeping** – As usual for this time of year, I've not yet been able to deal with October, November and December bookkeeping and the 2002 year-end wrap-up. And I can't get 2002 income tax data to our accountant until I do that. I am determined this year, however, to get the income tax reported before the last deadline of the year.
- **Other Year-End** – The following are still waiting to be done: pension plan audit (due February 15) to SEBS; property tax update to Travis Central Appraisal District; review of United HealthCare renewal plan.
- **Ad Rate Survey** – Revision of the Linage Report was the big job, and the annual survey should be easier. The only problem is finding time to work it in.