

TO: Phil  
FROM: Darla  
DATE: November 1, 2003  
SUBJECT: **Office Manager's Report – October**

**Bank Balance:**

Our official bank balance as of today is **\$63,538.83** in checking and **\$2,541.09** in savings.

Attached is a chart of my personal VISA charges showing that I have paid off all but the most recent. I also paid up my IOUs to petty cash, and I have attached a tally of your petty cash IOUs as you requested.

**Update:**

- **Second early Dues Billing** – The first 2004 dues have been paid by the *Houston Chronicle*.
- **Xspedius penalty billing** – no response yet.
- **Board Elections** – Ballots coming in. November 15 is the deadline.
- **Campus Visits** – Completed. The three requests we received have been taken care of, and there have been no further requests. These are the speakers:
  - UT-Austin – *Austin American-Statesman* sports editor John Bridges will speak to professor John Fortunato's class on Nov. 3.
  - Del Mar College – *Corpus Christi Caller-Times* reporter Tricia Schwennesen spoke to professor Manuel Flores on Oct. 16.
  - Texas A&M-Commerce – *The Dallas Morning News* reporter Gerry Gunnels spoke to Lamar Bridges' class on Oct. 20.
- **2004 Summer Intern poster** – Being typeset and will probably be printed within a few days so that Helen can mail them to colleges late next week.
- **Directory Updates** - Underway. Helen should be ready to send the changes to Morgan Printing soon.
- **Directory Order Forms** – Will get this started soon, as soon as board books are finished.
- **Circulation Report Question** – Wes was satisfied that *The Dallas Morning News* miscalculations in the August Circulation Report had been corrected in the September Circulation Report.
- **Computer troubleshooting** – Fred Walser of Computer Geeks came to the office on Oct. 23 to fix some problems Helen and I were having. He remapped our network connection so that Helen can access QuickBooks again, corrected an Excel glitch in my computer, and did general cleaning up and updating.
- **Fentress Award** – Plaques are ready at Longhorn Trophies, and prize money has been requested from Cox Newspapers.