

TO: Phil  
FROM: Darla  
DATE: June 3, 2002  
SUBJECT: **Office Manager's Report – May**

**Updates:**

- I questioned the cost increase for property/liability and auto insurance coverage before paying the renewal, and the explanation was that it reflects standard inflation on building contents as well as the affect of both 9-11 and mold claims on the insurance industry, which is trying to recoup its losses. I also asked about a new exclusion on our policy and was told it concerns professional business counseling or referral. FYI, here is the combined total for auto and commercial insurance for the past few years: 2002=**\$3,126**; 2001=**\$2,657**; 2000=**\$2,289**; 1999=**\$1,734**
- Our former landlord for Frost Bank Plaza acknowledged their error in figuring our operating expense settlement for last year at \$2,132.26, rebilled us for \$239.66, and have been paid.
- You and I have finalized the 2002 operating budget, which is attached.
- You asked for a complete financial report on the 2002 Annual Meeting, which is also attached.
- The names of Number Two newspaper people are still trickling in. We have responses from 45 newspapers so far, and that list is attached.
- Fred Walser of Computer Geeks spent a couple of hours this afternoon straightening out e-mail functions and re-installing the Norton anti-virus program in three computers ... then scanning, isolating and deleting over 100 e-mails in my computer containing or concerning viruses. I had uninstalled the virus program while trying to get our e-mail working after Fred's last visit. The problem remaining may have been caused by an onslaught of virus/SPAM e-mails blocked by the Norton program, and locking up mailbox functions. This was another \$135 on top of \$90 a week ago. In the past year, our computer troubleshooting expenses have been going over my budgeting estimates, but I think the costs have been necessary considering the set-ups after the office move and the proliferation of viruses on the Internet. I'm hoping we'll be OK for a while now.

**Still Pending:**

- 2001 income tax information to accountant. *[by early summer]*
- Figure out the programming for the two 10-button phones.
- Advertise the new *Law & the Media in Texas*.

### **Financial:**

- Our actual bank balance as of today is \$39,495.70 in checking and \$4,922.79 in savings.
- We have now received 2<sup>nd</sup> quarter dues from both *The Dallas Morning News* and *Houston Chronicle*. Over half of the year's regular dues have been received. I'm sending delinquent dues notices sooner and more frequently this year.
- The *Jacksonville Daily Progress* (a CNHI paper) has dropped its membership without paying any quarterly payments on its \$912.58 dues for 2002. Publisher Bill Moyer returned the invoice reminder with the note: "Due to budget restraints, I have decided to temporarily cancel this membership."
- I have nearly finished balancing out the 2001 budget year and should have year-end figures for you by the end of this week.

### **Work Load:**

- My work load is pretty much back to normal, and should remain calm through the summer. When Helen returns from Greece she will handle 2002 summer intern certificates, Fentress award entries, and the first call for entries for all other 2002 awards.
- I have received a few Job Bank changes that I will take care of those website updates while Ken is on vacation.