TO: Phil
FROM: Darla
DATE: December 30, 2002
SUBJECT: **Office Manager's Report – <u>December</u>**

<u>Bank Balance:</u>

- <u>Our official bank balance as of today is **$54,800.85** in checking, and **$4,934.21** in savings</u>.

<u>Work Load/Update:</u>

I'm not accomplishing the things I need to do as quickly as I'd like. It seems like I've churned out a ton of work in the past week, but a couple of jobs are still ongoing. The big blockage is the <u>revision and proofing of both directories</u>. This has gone slowly this year because it's limited by the time Helen can spend in the office. The 2003 directories won't be printed until at least the middle of January.

And getting the <u>mailing lists</u> together for the directory order form mailing has consumed two or three days of my time already and will take me another full day or two to finish. TDNA sends out 5,000-6,000 flyers twice. We used to order mailing lists already printed on labels (which Helen handled) … and then we paid the bulk mailers to hire hourly-paid people to peel off each label and stick it on a flyer (10,000 to 11,000 times). Now we're modernized and get our lists by e-mail, then we e-mail them on to the bulk mailer and they print them out right onto the flyers. Voila! However … the bulk mailer doesn't want the lists until they are in certain file formats, preferably combined and sorted by zip code. This is a much bigger job than I'd imagined. First I had to learn how to convert our own internal Word lists to Excel. Not too hard. But the lists we get from TML, state libraries, county elections officials, etc. are organized in all different ways. So, if the first and last names are together in one column in one list and in separate columns in other lists, I have to retype the names in some lists … and these lists typically have a few hundred to a thousand names.

The rest of the stuff I'm doing follows:

- **Board elections** – I still haven't had time to write and mail the news release announcing the 2003 board of directors.
- **Circulation Report** – I faxed a reminder today to all papers, since we'd only received 10 data forms for November's report. This is running behind a little, since we didn't send out the October report until a couple of weeks ago (which also took a bit of time to get together the first time). I hope to gradually get caught up so that the December and January reports can be mailed closer to the end of the month.

- **Lobbyist reports** – done and mailed today. 2003 registrations and 2002 activities reports for Ken and Donnis, along with 2003 registration fee checks.
- **Associate dues invoices** – I finally got those out today with the individually-addressed letters from Wes Turner and Larry Walker.
- **Website transition –** continues. Ky at Computer Geeks just fixed the Linage Report submission form. We'll need to have that working when we promote the new and revised Linage Report.
- **Linage Report revision** – this is also still hanging … since I won't be able to get back to this until the very last minute I'm hoping it will come together quickly. I have to figure out what the committee wanted to change, design the new data and report forms, and get them edited and approved by the committee by the first of February when it will be time to mail out the data forms for January 2003 linage. This has had to be pushed back because of more urgent daily tasks and I feel a funny e-mailing committee chairman Darrell Coleman that I still haven't done it.

Pending:

- **Bookkeeping** – I faxed 2003 payroll info to PayChex, and I printed out staff time sheets for next year. Also for the end of the year, I need to get sales numbers together so Threadgill can do our Sales & Use Tax Report for 2002 … but I can't finish that until I catch up bookkeeping for the last three months of the year. I also send 1099 info to Threadgill for the Murphy and Hartman award winners (no big deal), and PayChex does the W-2 forms now which saves me time.
- **QuickBooks** – I am starting the 2003 financial year with a clean slate in QuickBooks and producing almost all invoices, checks and deposits with QuickBooks. It has taken extra time to input data and learn new procedures, but I feel it will be worth it if I can use QuickBooks more efficiently and maybe save myself time later in the year in budget tracking. Struggling with QuickBooks, however, has also eaten up one or two days of my time.

Assistance:

Modena worked a few hours Friday to file invoices and post checks, so I was able to catch up deposits and put about $30,000 in the bank. I also paid bills Friday … I had to send some checks with only my signature since I used up the signed ones. Modena will probably be helping me more often through the first few months of 2003.

P.S.   I got the sink drain unstuck! I just had to take time to do that.