

TO: Phil
FROM: Darla
DATE: December 1, 2002
SUBJECT: **Office Manager's Report – November**

Bank Balance:

- Our official bank balance as of today is \$46,000.05 in checking, and \$4,933.44 in savings. I am working on 2003 dues invoices so they can be mailed immediately after the board meeting (or at least before the end of the week).

Updates:

- **Board elections** are finished with the exception of writing and sending the news release. I'm still waiting on one resume for the news release and two photos for the 2003 directory.
- **Circulation Report** will be ready for the board's evaluation Wednesday. I have redesigned the Linage Report form to accommodate circulation data. We've had 21 papers send in data or indicate their intension to participate.
- **Website transition** is underway from Team Foundation/Moose Computing to Mpower Communications is underway. Our computer guy Fred Walser has been doing the downloading and uploading to get everything set up on the new host site before it is cut off at the old one. If all goes well, there will be no interruption of website or e-mail service when the change is actually made. Then Fred will come to the office to take care of a list of problems on our various computers.
- To date, attendance responses for the **December 10 Editorial Writers and LAC meetings** are 25 people (representing 29 papers) planning to attend and 53 papers not participating. A list breaking out daily and weekly papers is on your desk.
- The first proof of the **2003 directories** is supposed to be delivered to our office Monday or Tuesday.
- The **directory order flyers** have been proofed and are being printed.
- **Mailing labels** for the directory order flyers are still being collected and organized.
- **2003 decals** are here and we will begin filling orders this week or next.

Pending:

- **Linage Report revision** is still waiting. I have e-mailed Darrell Coleman for the second time telling him I am almost ready to get back to that project.
- **Taggart/Mayborn Award** mailings will go out immediately after the board meeting if the board has no revisions.