

TO: Phil
FROM: Darla
DATE: March 1, 2002
SUBJECT: **Office Manager's Report - February**

Convention:

- Program copy and photos went to Kestrel Printing today. We have all but two photos (Leggett and DeGeurin) and I'm supposed to get those the first of next week. Programs are to be typeset, printed and delivered to TDNA by the Wednesday before the convention (March 13).
- Plaques for all 2001 awards at being made at Longhorn Trophies. Winners' checks are ready. I'll get together the cash prizes for golfers in a few days after I talk to Jack Von Runnen.
- The "Last Warning" fax on convention hotel room reservations went out to everybody this week (Tuesday and Wednesday).
- I have almost all speaker data together. I may actually have it all, but I won't know for sure until I e-mail everyone to confirm A/V needs, arrival times, events they are attending, etc.
- Next I'll do a memo to the A/V folks with a list of equipment needs.
- Over the next two weeks Helen will be preparing name badges, program inserts listing attendees, speaker podium signs, registration packets, and attendee check-in lists.
- I will be working on agendas, press releases, reserved table place cards, Copy "A" of new members, checks for entertainers, and counts for guarantees.
- I have requested stationery from Greg Shrader for the thank-you letters.
- I will e-mail or call the *Houston Chronicle, Parade, Editor & Publisher* and *Vista* today to remind them of the convention dates and give them the phone number of the hotel so they can arrange delivery of newspapers and magazines to the hotel.

Other Updates:

- Lee Burhenn faxed us his retirement plan contribution projections for last year and this year – which do not match the projections for 2001 and 2002 he gave us a couple of years ago. Of course they would be fine tuned somewhat as SEBS gets our actual year-end and budgeted salary figures ... but these numbers don't seem to match either their first estimates or our latest budget.

According to SEBS, we still owe almost \$3,000 for 2001 and we are underbudgeted by \$14,400 for 2002. Their 2002 projection now shows a total contribution of \$33,205.25 for you, compared to \$17,434.06 on their previous projection – which is what we budgeted from.

Jack Foley has these figures from Lee, and I called his attention to the discrepancies, so he should have some answers for us soon.

- The Linage Report has been updated for 2002, the participants rounded up, and the January lineage report has been mailed. The report's first page has a note explaining TDNA's error in previous reporting of monthly and year-to-date percentage changes, and it also says that a special committee will soon be reevaluating and fine tuning the lineage report.
- IRS realized we did postmark our 2000 income tax return on time and will not fine us.
- United HealthCare rates will go up April 1 for our group health insurance, but I haven't yet gone over them to give you a synopsis. I will have to do this before the convention so we can sign the acceptance form and get it to them by the end of the month.

Pending:

- (Still) the final draft of 2002 budget.
- Phone man hasn't come back to program our two 10-button phones ... maybe I can figure it out after the convention.
- Advertising the new *Law & the Media in Texas* may have to wait until after the convention.
- Second and final mailing of directory order form flyers. I probably won't set off this mailing (handled by Smart-Mail of Austin) until after the convention.

Financial:

- Our actual bank balance as of today is \$8,896.47 in checking and \$18,157.14 in savings (plus a \$40,000 treasury bill to mature in August). There is almost \$15,000 outstanding in first-of-the-year dues, and Modena mailed those second notices yesterday. I'll mail the second quarter dues statements a little early.
- I'm not attaching a QuickBooks summary this time. Which led me to check on my upcoming QuickBooks seminar ... and I realized it was set during my vacation after the convention, so I'm delaying and rescheduling it once more.

Work Load:

- A ton of bookkeeping is waiting for me, but it will be April 1 before I can attack it (after convention and after my one-week comp time trip to Las Vegas). My trip (four-day weekend) to see my Dad in mid-April will only take two work days. Helen and Modena are taking care of most bill-paying, invoice-posting and deposits.
- My overtime hasn't been as much for February as it was for January, so I haven't kept track. I am working on two tasks at home – the convention awards news releases, and an updated member phone list to be programmed into the fax machine.