

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

**Bank Balance:**

Our official bank balance as of today is **\$52,587.63** in checking and **\$2,540.60** in savings. I replenished petty cash this week.

**Update:**

- **Xspedius penalty billing** – I have written them what I think is a very strong letter and you have read it. Hopefully this will end this matter. I don't think they have a case.
- **Campus Visits** – We have so far received three requests for newspaper speakers:
  - UT-Austin – talked to UT professor John Fortunato to get speaking time ... sports editor John Bridges at *Austin American-Statesman* who will now select a staffer to be the speaker.
  - Del Mar College – *Corpus Christi Caller-Times* speaker has been named ... left message for Del Mar professor Manuel Flores to get details from him.
  - Texas A&M-Commerce - speaker requested from *Bryan-College Station Eagle*, waiting for Donnis Baggett's office to give me an editorial contact name.
- **2004 Summer Intern poster** – Helen is still collecting names of papers who plan to hire summer interns next year and just sent out a last call yesterday. I had hoped to get this information into an updated poster and to the printer before I left, but it will have to wait until I get back.
- **Directory Updates** - I will slightly redesign the form asking everyone to update their directory information. We're making an effort to get it to the right people, and to get them to actually read their page and correct it.
- **Directory Order Forms** – I have notified our printer and bulk mailer that we'll be doing this printing and mailing job in a couple of months. When I get back I'll start updating our bulk mailing list of 7,000-8,000 addresses for libraries, government agencies, papers, etc.
- **Board Elections** – clicking along. All of the data sheets have been compiled, the treasurer election is over, the congratulations letter to Jeremy will be mailed Friday, you have the notice to the board to be mailed Monday, and the mailing to the nominating committee goes out as soon as we have an acceptance from Jeremy. Helen can mail these when she is in Tuesday. The committee's conference call will take place the day after I get back.
- **Pension Plan 5500 Form** – I talked to Lee Burhenn Tuesday. He passed my message on to the SEBS Compliance Dept. as soon as he got it. They will send the missing information to the Dept. of Labor Pension and Welfare Benefits Administration, and they are supposed to call me when they have done so.

- **Circulation Report Question** – As you know, *The Dallas Morning News* person in charge of submitting their circulation numbers said nothing is amiss. I e-mailed Wes Turner with her answer and then called him. He e-mailed me from out-of-town saying to do nothing else until he returned to his office next Monday ... so I e-mailed him again and let him know I would be on vacation when he got back.
- **Software Updated on Helen's computer** – I've put the same programs I'm using (Windows Millennium and Office XP Professional) on Helen's computer so we can share Word and Excel files without "shifting gears" between computers and so she can work more easily and efficiently. And I bought her a new mouse with a scroll wheel.
- **Early Dues Billing** – I just faxed a reminder to Bob Carlquist's office at the *Houston Chronicle*. The *San Antonio Express-News* and *The Dallas Morning News* have paid their 4<sup>th</sup> quarter dues. Those three invoices were mailed August 15. The second early mailing is scheduled for October 15 (for 1<sup>st</sup> quarter 2004) so I will send it out the day I get back (October 20).
- **Bookkeeping** – We've targeted Thursday, November 6, as the day we'll mail the board books, so I'm planning to have budget figures and preliminary projection to you by Monday, October 27. The above projects have been taking time away from bookkeeping, but I'm working on bookkeeping after hours.
- **Helen's schedule during my vacation** – First week Tuesday, Oct 7 & Thursday, Oct 9. Second week Monday, Oct. 13 & Friday, Oct 17.
- **Helen's activities during my vacation:**
  - Fentress Award entries are being sent to judge. As soon as a winner and runner-up have been chosen she will order plaques and will send a letter to the Waco Tribune-Herald requesting the prize money.
  - Directory update mailings will begin while I'm gone. She mails to over 200 people to get new data for all the newspapers, colleges, corporate offices, associates and bureaus.

**Vacation:**

- **426-3013 – Modena's cell phone**
- **[deere55@aol.com](mailto:deere55@aol.com) or [dthompson@tdna.org](mailto:dthompson@tdna.org)** – I'm planning to check my TDNA e-mail with my laptop a couple of times while I'm gone. If I can load my TDNA address book into my laptop and get the Outlook Express working, I will e-mail my routine "early warning" reminder to the Circulation Report people on Oct. 10 from the road.