

TO: Phil
FROM: Darla
DATE: January 4, 2002
SUBJECT: **Office Manager's Report – 2001 Wrap-Up**

Because we've been without one full-time staff member for most of the time since last April, I'm starting this monthly reporting procedure to keep you up to date on TDNA's member service programs, financial status, office operation and whatever projects I may be working on. Putting my activities in a memo should give us both a better chance to keep an eye on things and to prioritize.

Staff Position:

I've talked to Helen about committing to three months of part-time work. She has proposed working 18 hours a week: 7 hours per day (9-4) on Monday and Tuesday, off Wednesday, 4 hours on Thursday (or Friday if we prefer). She doesn't care what 4 hours we set for Thursday or Friday so long as it's between 9:00 a.m. and 4:00 p.m. Working two 7-hour days will allow her to follow through on jobs rather than starting and stopping. Longer days also cut down on the number of days she has to get dressed for the office and drive to and from work.

She will eat her lunch while working and not take an extra unpaid hour to stop for lunch.

When the convention is closer she will add hours as necessary, and she will attend the convention as usual.

Helen would like to be paid \$12 an hour. That would cost TDNA an additional \$16 per week (\$216 for 18 hrs@12.00, versus \$200 for 20 hrs@10.00).

Helen is very comfortable with retirement and is not looking for a job, but the three-month part-time commitment would allow her to save money for her trip to Greece in May.

After we discuss Helen's proposal, I'll check back with Christy at Volt about the candidate they sent us. This morning I left an answering machine message for the candidate whose interview was postponed while I was having a root canal. The third person I wanted to interview is off the list because she wants \$15 an hour.

Updates:

- I couldn't find an appropriate manual for programming our two 10-button Merlin telephones (yours and receptionist's) so I'm checking online for old instruction manuals.
- 2002 directories will be delivered late next week. Covers are done, associate directory is done, newspaper directory is being printed. Helen and I will get to proof one more time before they're bound, but only for printer errors.

- The first directory order flyers are finally going out by bulk mail from Smart-Mail. It took me a while to get all the data bases together (a job Helen used to do) and to convert TDNA's mailing lists to a format they can use. I've added three new mailing lists this year to hopefully boost directory sales – Texas lobbyists, Canadian university bookstores and college newspapers throughout the U.S. The later two groups would be journalism students looking for jobs. The good thing is that, now that we are using electronic data bases instead of printed labels, most are free. We are sending out about 5,500 flyers twice – now and again in late February. Our usual mailing lists will get two mailings, and the new ones will receive the flyer once.
- Helen is finishing the last call for 2001 award entries. She has contacted the winners of the 2001 Fentress summer intern award. Fentress plaques will be ordered along with the rest of the award plaques after all the contests are finished.
- 2002 decal orders are coming in. This is also one of Helen's jobs that doesn't fit into her part-time schedule, but this is not time consuming so it is no bother for me to fill these orders when Helen can't.
- It looks like office carpet cleaning is at our cost. Sue, in Emily's office, says our building's cleaning people are responsible only for common areas. She'll have Sal stop by to give us a bid.

Pending:

- Final analysis of 2002 budget with \$13,000 reduction in expenses.
- Bill 2002 associate dues. (Although I came in Saturday to fax the Lionheart dues invoice as requested.) All other 2002 dues invoices have been printed (a total of 285 invoices for this year's annual, quarterly, monthly and semi-annual billings) and the first wave was mailed in December.
- Past due bill notifications to be faxed to those owing 2001 convention payments or 2001 dues.
- Invoice to TPA for reimbursement of LAC meeting costs in 2001.
- 2001 "Lobby Activities Reports" for you, Ken and Donnis – due to Texas Ethics Commission by 01/10/02
- Year-end "Retirement Plan Definitions" data on staff salaries and 2001 pension premium payments – due to SouthEastern Employee Benefit Services by 02/02/02.
- 2001 sales income and sales tax data to accountant for Texas Sales and Use Tax Return – tax return due to Texas Comptroller by 01/20/02.
- Intern poster listing papers taking interns for the summer of 2002. We usually send these out to colleges by October. Helen did the preliminary work of polling our members, now I have to update the poster and have it printed. But I don't think I still have the PageMaker program used in the past to create this poster, and I haven't had time to go any farther with it.
- Major Ad Rate Survey is still on hold. Helen usually does this in September, but we haven't yet been able to create and mail the memos asking for this data. Because of comments on last year's survey forms, I realize this survey needs some revision. Perhaps the lineage committee can also look at this project when they get together.

- No longer pending are the thank-you letters we meant to send to the nominating committee. Rather than be so late, we decided not to send them this year. I have not yet typed the minutes to that conference call, nor have I typed the minutes to the 11/29/01 board meeting.
- As you know, I have once more postponed the computer training seminar that I'd scheduled for December. I've given up on ever having the time to learn QuarkXPress and sold the unopened \$800 software for \$600 to St. Edward's University. I will continue to create convention flyers and other graphics in Word as I have always done, and I will instead focus on better use of our computerized bookkeeping program. I've switched my pre-paid seminar to a QuickBooks class late in March after the convention. I'm going to take that training in three evening classes.

Convention:

Yesterday I gave you data on cost comparisons of Sunday night event, yearly attendance and total convention costs, financial breakout of 1994 and 1988 Houston conventions, and promotional mailing timeline for past years. Since the boxes in our storeroom have not yet been organized since the office move, I was unable to find the 1988 contract for The Great Caruso. I did just remember where all the convention programs are, though, and left the ones you requested on your desk.

Financial:

We've weathered the year-end cash flow drought and today have \$18,089.79 in checking. There is only \$10.18 left in savings because Frost Bank drafts funds from TDNA's savings account to cover insufficiencies in the checking account. As soon as I make another large deposit into checking I'll transfer \$5,000 or \$10,000 to savings. Later in January or early February I'll purchase one or two treasury bills.

Dues income is coming in now, which gives me another task that Helen usually does. I'll have to take care of posting dues payments until we get someone working 20 hours a week.

So far, Helen and I together have been able to keep up with the routine bookkeeping of bill paying and bank deposits. Helen is not here enough, however, to create the monthly lists of checks and deposits that I need to balance the bank statement and create monthly cash balance reports.

Crunch Time:

Attached is my annual check list of the tasks I must complete in order to finish one year and begin another. As you see, I would normally be busy even with a full-time assistant. With the convention approaching, the backlog that has already built up on my desk, and the coming and going of part-time assistants, I know the next three months will not be easy. This is why I want to keep you abreast of everything I'm doing, and not doing, and why. This monthly report from me will hopefully be an aid in communicating and decision making as we deal with the board's concern with this year' TDNA's budget and as I handle my workload.

In normal times, I don't always find enough routine hours to keep bookkeeping current and usually do marathon catch-ups two or three times a year. This year I'm sure most of my bookkeeping will be an overtime job, and I'm planning to take some bookkeeping work home this weekend.