



Report of Executive Director for January, 2019

- Weekly updates to membership
- Job posting updates on MRPA web site
- Posting job advertisements in Memberzone/website
- Worked on reconciling MRPA budget
- FY19 salary surveys moved to Memberzone resources tab
- CSED conference call – state speaker bureau/NRPA relations
- Confirmed Amy Bass end note at 2019 conference
- 2019 membership invoicing and processing
- 2019 conference program on web site
- 2019 MRPA membership booklet
- Past President invite to conference
- Emailed Hot Shot reminder
- Spoke with Mitch Black – Viekcpa accountant about taxes
- Zoomed into January board meeting
- Track and field regional meet coordinator
- Re-sent 2nd invoice for 2019 MRPA membership
- Set up zoom meeting with Ed and Kate – summer ticket program
- Conference CEU form created
- ZOOM webinar
- Call to Representative Golden to set up meeting
- Emailed PR for track program to all members
- Conference email invitation to members
- Emailed membership awards submission reminder
- Emailed Rep Golden's scheduler
- Exhibitor conference email
- Memberzone webinar – 2019 updates

Submitted to MRPA Board
January 31, 2019
Deb Smith, Executive Director