



Report of Executive Director for April , 2018

- Weekly updates to membership
- Job posting updates on MRPA web site
- Posting job advertisements in Memberzone/website
- paying bills – balancing MRPA check book
- budget report for March
- Playground safety course for November 2018 – confirmed dates
- Invoiced late 2018 memberships
- Updating dates and forms for 2018 track program
- Hot shot state final budget
- SOPO about hosting CPSI class in November 2018
- Closed pay pal account and re-opened new account
- Post conference invoice follow up
- Quick books research –moving our account to on-line account
- Coordinated meeting with John Duncan – GPCOG – coop purchasing
- Coordinating with Maine Cancer Foundation/sunscreen grant
- Reached out to MAINE OUTDOOR BRANDS ORGANIZATION
- Emailed Senator Collins and King about LWCF
- W9 to MRPA directors for updating town/city payments to MRPA
- Track email to MRPA members
- CPSI registration announced
- Track shirt bid to 2018 commercial members
- Fall workshop conference call

Submitted to MRPA Board
May 3, 2018
Deb Smith, Executive Director