



## Report of Executive Director for January, 2018

- Weekly updates to membership
- Job posting updates on MRPA web site
- Posting job advertisements in Memberzone/website
- Working on sponsorship package for Funtown/Splashtown for MRPA Track
- paying bills – balancing MRPA check book
- budget report
- MRPA January electronic newsletter
- Attitash meeting with Kerry and Betsy
- New contact at Hot Shot
- Hot Shot t-shirts, awards, tickets
- Conversation with Kate at New Balance about Track sponsorship
- Jan. 11 sent commercial members conference registration info (2<sup>nd</sup>) time
- Call with Positive Coaching Alliance and Jen
- PCA workshop proposal for board to review
- Requested information from Jeff's Catering in Brewer for 2018 fall workshop
- Jason H. about fall workshop at Lewiston Recreation
- MRPA board meeting
- Set up PCA workshop in Memberzone
- MaineShare contact
- Opened registration for 2018 conference
- Invoicing PCA workshop and annual conference
- MRPA board request for SMCC meeting on Feb. 15
- Credit union about MRPA financials
- Processed paperwork to change ownership of quick books account

Submitted to MRPA Board  
January 31, 2018  
Deb Smith, Executive Director