



Report of Executive Director for March, 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
- registration for 2018 conference
- Playground safety course for November 2018
- Invoiced late 2018 memberships
- Updating dates and forms for 2018 track program
- Hot shot state finals
- SOPO about hosting CPSI class in November 2018
- Summer staff pay survey
- Conference call Tim and Matt about 2018 Track
- CSED monthly conference call
- 2017 MRPA annual report
- Call with Steve and Tracy about new treasurer
- Closed pay pal account and re-opened new account
- Updated VIP forms for web site
- Added Joe to MRPA Credit card
- Post conference invoice follow up
- Quick books research –moving our account to on-line account
- Coordinated regional cooperative purchasing meeting with John Duncan

Submitted to MRPA Board
April 1, 2018
Deb Smith, Executive Director