



## Report of Executive Director for November, 2017

- Weekly updates to membership
- Job posting updates on MRPA web site
- Posting job advertisements in Memberzone/website
- Continue work on 2018 conference vendor packet
- Welcome email to St. Joe's students
- Hot shot materials for MRPA members
- Working on mentoring info
- Sent Mentoring program info to MRPA members (10/29/17)
- Emails to UMM, UMO, Thomas, USM, UMPI about presentation for students
- Working on sponsorship package for Funtown/Splashtown for MRPA Track
- sent hot shot materials to membership 11/2
- ticket program with Kate
- advertising rate updates
- pay pal account
- credit card
- paying bills – balancing MRPA check book
- credit union for MRPA account
- follow up emails to UMM, UMO, Thomas, USM, UMPI about presenting to students
- sent Hot shot materials to membership (2<sup>nd</sup> time)
- prepared 2018 conference exhibitor list for email
- creating 2018 annual conference online registration

Submitted to MRPA Board  
November 29, 2017  
Deb Smith, Executive Director