



Report of Executive Director for June & July 2019

- Weekly updates to membership
- Job posting updates on MRPA web site
- Posting job advertisements in Memberzone/website
- Working on financial reports for taxes
- Track t-shirt bid
- June board meeting
- Working on a conference and workshop presenter confirmation form
- Tax info for Mitch Black to file 2017-18 taxes
- Met with Steve about MRPA web site
- Michael at Custom Coach about fall workshop title sponsorship
- Conference call Erika and Gia for fall workshop
- Set up 2019 fall workshop registration in Memberzone
- Worked on Maine Tourism website
- Fall workshop conference call
- Contract for fall workshop presenter TimberNook
- Contacted Deb Purrinton, Paper Trails about MRPA accounting work
- Contract to Angela Hanscom for fall workshop
- Contract and invoice to Maine Red Claws for 2019/20 hot shot program
- Emailed commercial members about sponsorship for TimberNook book for fall workshop participants
- Invoice to NE Charter for fall workshop title sponsorship
- Denise L. about banners for track meet
- Fall workshop parks sessions- emailed board for feedback
- State track meet
- Thank you to track volunteers and sponsors
- Updating MRPA track web site
- Updating internship section of web site
- Fall workshop sessions and registration
- Met with Jen and Karyn planning MRPA meetings
- 2020 conference planning meeting
- Track follow-up with committee members
- Contacted ME. Tourism about distribution of rack cards
- Asked Kate to email communities selling summer tix for feedback

Submitted to MRPA Board
August 1, 2019
Deb Smith, Executive Director