



Report of Executive Director for February, 2020

- electronic updates to membership
- Job posting updates on MRPA web site
- Posting job advertisements in Memberzone/website
- Conference planning with Nicole
- Updating website with conference schedule
- Working on BOD liability insurance policy
- Budget work with Karyn and Jen
- Awards work
- Reviewed BEO's with Nicole for Samoset
- Compiled performer/entertainer responses and emailed to participants
- Emailed Ed at Funtown about summer 2020
- 2/3 emailed 2019 conference registrants with reminder about 2020
- Finalized BOD insurance coverage
- Created CEU form for conference
- FEB CSED conference call – Profitability and Fiscal Planning was topic
- Re-invoiced unpaid membership dues
- February MRPA board meeting
- SMART list by Dept. for Erica
- Treasurer bylaw final presentation for annual meeting
- Sent confirmation to Scott Voisine, UMFort Kent about endorsing on line (board approved 2/20/20)
- MRPA business meeting materials posted and email sent to members
- Out of school time conference call – Opioid Prevention task force
- Meeting with Nina Anderson possible accountant/bookkeeper
- Conference meals
- Notified two bookkeeper proposals that we have made our choice
- Conference call with annual conference committee
- Schedule signs for conference
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Submitted to MRPA Board
March 1, 2020
Deb Smith, Executive Director