



## Report of Executive Director for January 2020

- electronic updates to membership
- Job posting updates on MRPA web site
- Posting job advertisements in Memberzone/website
- 2020 conference planning committee meeting
- Working on 2020 budget
- Conference planning with Nicole
- Emailed 3 accountants for bookkeeping quotes
- Updating website with conference schedule
- Entertainment showcase meeting in Windham
- Created performer data base spread sheet for membership – 1/13/20
- Called Peg O'Donnell – possible bookkeeper
- Contacted Gorham about hosting regional track meet – can't do it
- Track conference call
- Conference call January board meeting
- Created conference fees poster
- Conference registration opened 1/17/20
- Southern and western Maine summer track email looking for regional host
- 2<sup>nd</sup> email for entertainers/performers
- Northeast Charter for track sponsorship
- Working on BOD liability insurance policy
- Budget work with Karyn and Jen
- Awards work
- Reviewed BEO's with Nicole for Samoset
- Past President invitation emailed
- Attended Opioid Task Force meeting in Augusta

Submitted to MRPA Board  
February 13, 2020  
Deb Smith, Executive Director