



Report of Executive Director for November & December, 2020

- electronic updates to membership
- Job posting updates on MRPA web site
- Posting job advertisements in Memberzone/website
- Mitch Black and Joe about MRPA taxes
- Advocacy meeting
- Flavors Hook Kids legislative presentation to advocacy committee
- MRPA promo video
- Track committee meeting
- Spoke with Joe about bookkeeping
- Letter for commercial members
- Rose Cronin Portland Recreation – DEI
- CSED December meeting/advocacy and DEI
- Sent email to commercial members
- Zoom with Karyn and Joe about treasurer position
- Insurance paperwork for MRPA liability
- Signed 2022 contract with Samoset
- Intent to serve notification to membership 12/11/20
- Sent form to Flavors Hook Kids – organization participation form
- Sent commercial membership invoices 12/13/2020
- Joe about quickbooks and CRFunds
- Jen & Karyn various issues
- March conference planning meeting
- Membership invoices
- Joe and Nina quickbooks
- Emailed Monmouth town manager about membership in MRPA
- Messages to Matt and Robin K who are representing MRPA on boards
- Waterfront/pool survey
- S. River re commercial membership
- Created survey for pools/waterfront data
- Set up MDOL zoom about new Paid Leave Law effective 1/1/21
- Processing membership payments
- Conference zoom calls and created google form

Submitted to MRPA Board
January 14, 2021
Deb Smith, Executive Director