



## Report of Executive Director for December, 2021

- Electronic updates to membership
- Job posting updates on MRPA web site
- Processing membership payments
- December board meeting
- Weekly eblasts
- Conference planning
- Eliza Townsend about conference session
- Prepared budget survey for member directors
- EMPRA zoom
- Emails to 2020 exhibitors with credit – inviting them to 2022
- Insurance paperwork with Champoux Insurance
- Rose Cronin Portland Rec – DEI
- Visited Portland Recreation
- Connected with exhibitors from 2020 conference for 2022
- Master membership list to directors
- Phone call with potential keynote for conference – Kayleigh Ballentyne
- Updating MRPA web site for conference
- Zoom with Kayleigh B about keynote
- Budget projection through June 2021
- 2022 membership invoices
- Before/after care survey
- Planning budget webinar for membership
- Health and safety protocol for conference
- Registration for March conference for attendees & exhibitors
- MRPA “telling our story” document
- Began working on MRPA member interviews

Submitted to MRPA Board  
Deb Smith, Executive Director