



Report of Executive Director for January 2022

- Electronic updates to membership
- Job posting updates on MRPA web site
- Weekly eblasts
- Conference planning
- Updating MRPA web site for conference
- 2022 membership invoices
- Planning budget webinar for membership
- Health and safety protocol for conference
- Registration for March conference for attendees & exhibitors
- MRPA “telling our story” document
- Working on MRPA member interviews
- Speaker agreement for Kaleigh
- 2022 W9 form
- Invoiced 2022 memberships
- Budget webinar prep meeting
- Tyler exhibitor brochure
- Nicole conference planning
- Operations Manual
- Conference exhibitors from 2020
- DEI zoom with Lisa, Brandi, Gail & Jen
- Jen& Nicole annual meeting agenda
- Budget workshop for members
- Opened conference registration
- Summer staff training email to members
- Follow up unpaid memberships
- Conference registrations/new member paperwork
- Seadogs, Mariners, Celtic outreach for commercial membership
- Webinar – Mentor/mentee - NRPA

Submitted to MRPA Board
Deb Smith, Executive Director