

TO: Phil
FROM: Darla
DATE: February 1, 2002
SUBJECT: **Office Manager's Report - January**

I'll try to keep these monthly reports brief, but I want to document our progress on important projects and give you day-to-day details I may forget to mention. As I said before, this is to keep you informed of what I'm working on and to provide updates on TDNA's financial status.

Updates:

- Helen officially became a permanent part-time employee as of January 14. She works 18 hours a week – 7 hours Monday, 7 hours Tuesday, and 4 hours Thursday.
- The cable TV hook-up was quick and easy and moving the two outlets in your office won't cost us too much. I'm just waiting now for the paint/repair folks to show up to patch the holes and do the office touch-up painting.
- Our telephone technician went off to find a manual for our two 10-button Merlin telephones and hasn't come back yet. I'm hoping he will eventually be able to straighten out the lights to show you and Helen who's on the phone. (The rest of us have 5-button phones and can't tell who else is on the phone anyway.)
- The computer networking problem between my computer and Helen's has been resolved. Fred from Computer Geeks spent most of Wednesday morning here and got things straightened out again. The firewall was causing my computer to deny access to Helen when she tried to access QuickBooks (write checks, make deposits). The firewall was also giving me constant annoying messages that blocked part of my computer screen. No more. We have a different setup now, and we have installed Norton virus scan on all four computers. Total labor and the Norton programs cost \$305.81.
- Helen has finished mailing complimentary 2002 directories to publishers, associate members and state press associations, and she has sent the new associate directory to associates, publishers and business managers. Directory and decal orders are being kept up to date.
- Our one-third share of the new *Law and the Media in Texas* handbooks is \$1,059. We won't have a chance to advertise them (or pick them up from TPA) until after the first convention mailing is completed. I'm guessing TPA has already got the word out and will get most of the sales. Maybe I can dig up a few more customers among college journalism students. The broadcasters probably don't compete with us for sales.
- Helen is still working with you to get 2001 award entries off to the judges.
- I've done a basic reorganization of the storeroom. There's still more to do, but now we should be able to least find things.

- I had Kestrel Printing recreate the summer intern poster for 2002 since I didn't have the time and couldn't find my original computer file. Total cost was \$343.44, compared to \$281.43 last year when I furnished camera-ready copy. Layout and typesetting cost us only \$38.75, so it was worth it to have them do the whole job. The long-range benefit is that they now have the file in their own computer, in the format they prefer to use, so I can quickly update it with them each year. The posters have been printed and Helen has mailed them to university journalism departments.
- I've sent a letter to IRS explaining that our 2002 income tax return was mailed and postmarked on time. Hopefully that will end their attempt to fine us for being late.
- We will sign and mail the "Retirement Plan Definitions" today. I left a phone message for Jack Foley this morning so I can ask him a couple of questions about data to be submitted with the form, but I think it's OK to send with or without his input. I'll explain in a cover memo, and will send Foley a copy so he can provide SEBS with any missing information.
- The 2001 Texas Sales and Use Tax Return has been completed and mailed to the Texas Comptroller.
- Ken has started e-mailing me summaries of his responses to member service calls, so I'll have them in my ring binder to include in board reports.
- Helen has finished polling member ad directors to see who will participate in the 2002 lineage report, and I will soon update the Excel computer file she uses to produce the 2002 reports.
- SWB and AT&T are still having a hard time coordinating they're many departments, who are trying to figure out where our office is located and what phone lines we have. I keep returning a bill to AT&T for long distance service. We have not had AT&T long distance for our office phones for some months, but they don't know that.

Pending:

- Final draft of 2002 budget to get it to balance. I'm trying to finish the 2001 bookkeeping in order to have detailed expense lists as a guide for projecting 2002. Things like rent, insurance and equipment payments are set, but we need to analyze budget categories like travel & meetings and supplies to see where the bottom line is. My gut feeling is that it would take drastic measures to end 2002 without a deficit ... but I don't have all the facts yet.
- Back burner: Major Ad Rate Survey is still on hold. Helen usually does this in September, but we haven't yet been able to create and mail the memos asking for this data. Because of comments on last year's survey forms, I realize this survey needs some revision. Perhaps the lineage committee can also look at this project when they get together.

Convention:

I've designed and copied the first of five flyers to go out with next week's mailing. The blue TDNA registration forms will be finished and copied today. Jack Von Runnen just gave me the rest of the golf information, so I can also run off the golf forms. I already got the map to golf course and that sort of information off the Internet, so the forms are mostly finished. I will probably work on one or two of the flyers at home this weekend.

Financial:

1) With a restricted budget this year, we will need to be constantly watchful of expenses. Although I am not completely proficient in QuickBooks, I have realized that I can get some useful up-to-date information from it without too much trouble. So I'll include the enclosed monthly financial report with these office activity updates. This is not complete income and expense data, but it will give us a pretty good look at what we're spending and where we are in the budget as the year goes on.

As you will see on the attached report, TDNA's expenses for January were over \$20,000. This list does not include monthly insurance payments by bank draft. Ignore the "income" listed, which is just some rebilled invoices for unpaid 2001 member billings. Also ignore any "balance" numbers.

Our actual bank balance as of today is \$43,458.74 in checking and \$20,012.79 in savings. I have some checks to be deposited and will try to get them in the bank Monday. Frost Bank automatically draws from our savings when needed if checking doesn't cover a check. So we'll be able to buy our treasury bill (see item #2).

February monthly dues statements have been mailed, and outstanding dues still owed to TDNA for 2002 annual, January monthly and first quarter amount to \$40,900. We'll probably be a bit more assertive this year in reminding members of late dues payments.

2) TDNA will purchase a 6-month \$40,000 treasury bill at next Monday's auction (Feb. 4). I had originally put in the order for this past Monday but Letha Peters at Banc One Securities told me she overlooked it. I thought I'd read in the paper that T-Bill rates had just gone up a bit, but Letha said that hadn't yet gone into effect so it will actually benefit us to wait until next week to make the purchase.

Barry Trask at Banc One Securities told me T-Bill interest rates are the lowest in 50 years and advised me not to bother with the 3-month purchase I'd planned to buy because their \$50 fee would take most of our profit. So, instead of a \$30,000 3-month and \$30,000 6-month, we're buying a \$40,000 6-month and leaving \$20,000 in our money market savings account at Frost Bank.

Work Load:

- Convention mailing and bookkeeping!
- I'm pretty much caught up with year-end tasks (that check list attached to last month's report).
- I'm keeping a tally of my overtime this year since it's more than normal. In past years I haven't bothered to count up my overtime, figuring I use up most of it with long lunches and errands when I'm not busy. But this year it looks like I'll be working a lot of evenings and some on weekends (either here or at home), so I'll also be reporting those hours to you monthly. For January, I worked 20 hours overtime.

Attached: Partial listing of January expenses