

Executive Director Report October 2016 Meeting

As I moved in April 2016, MLA authorized me to switch banks. MLA began banking with Western Security Bank on May 5, 2016. I moved both the checking and savings account to the new bank. The bank personal was very helpful.

The 2016-17 budget was approved at the June 2016 Board meeting. After that meeting I sent the 2016-17 budget to the webmaster to post on MLA website.

Discussion was held between MLA Executive Board and me as to the most efficient way to approve claims. At the present time claims are approved and signed by the President about 4 times a year. I don't feel this is a timely method. As a way to make this procedure more efficient, it was decided I would send claims monthly to the President to approve via email. She would sign the claims and return them to me.

Discussion was also held between the Executive Board and me as to a way to make the financial reports and other financial matters more transparent and easier for MLA members to view. It was decided that after the monthly claims have been approved and the monthly bank statement has been reconciled I will send that information to the MLA Secretary-Treasurer to verify. I will send the monthly reconciliation bank statement to the MLA website for posting. In this manner, MLA will be doing an internal financial audit on a monthly basis. If there are any concerns, they can be addressed immediately.

In June, MLA contracted with Constant Contact an email marketing tool. I have sent out an invitation to the SLD members before the Summer Retreat, all members in database a reminder to pay his or her dues, invitation to the ASLD/PLD Retreat and invitation to join the October Board meeting. I believe the cost of \$61.75 has been worth it as MLA is about \$2000 ahead of last year in collection of dues.

Debbi Kramer,
Executive Director