

Audit

According to the Manual of Procedure an audit of the MPLA financial records is to be done by a CPA firm every three years. The last audit was done in 1998 of the 1997 records. I was not aware of this when I prepared the budget, so will be asking the Board to approve this expenditure, which is estimated at \$1,000.00, so Joe can proceed to engage a firm to do the audit of MPLA's 2001 records.

Evaluations of Paid Staff

Attached to this report are the evaluation forms and job descriptions for the positions of Executive Secretary and Newsletter Editor. Both job descriptions are in need of revision but until the official copy is ready please use what is attached. Both job descriptions and evaluation forms can also be found on the MPLA webpage. Please complete the evaluations and return them to me by August 23.,2002.