

ES

Interim Executive Secretary Report on Time and Activities

The following information is summarized from my daily log recording time and work for MPLA. The work is sorted into general categories, and the transition/reorganization work is separated from normal duties. Also included are representative activities in the various categories.

Many thanks to everyone for your help and support, with a special note of thanks to Webmaster Dan Chaney. He gets my "Above and Beyond" award!

--Judy Zelenski

6-Month Report

December 1, 2005 – May 31, 2006

Total Hours: 626.75

Normal: 556.05 hours

Transition/Reorganization: 70.7 hours

Categories and representative activities:

Accounting: 102 hours

Checks; deposits; payments; budget; tax forms; 990 form; board and committee reports; invoicing.

Normal: 100.5

Transition/Reorganization: 1.5

Board: 110.85 hours

Reports; information; conference call arrangements and meetings; meeting arrangements; updates; meetings; set up e-list; and projects like plaques for past presidents, publicity for conference, locate briefcases, etc. State rep correspondence, reminders, and more reminders.

Normal: 104.35

Transition/Reorganization: 6.5

Committees: 37.5 hours

Work extensively with Professional Development, Membership, and Leadership Institute committees; conference calls; information; forms; mailing; promotion.

Normal: 37.5

Transition/Reorganization: 0

Correspondence: 49.85 hours

E-mails, E-mails, E-mails – 100-200 weekly; respond to all messages as quickly as possible.

Normal: 44.75

Transition/Reorganization: 5.1

Electronic Communities: 40.85 hours

Set up procedures with transition coordinator; modify MemberClicks database; compile surveys; sign-ups; set up e-lists with MemberClicks; work with Webmaster to set up forms.

Normal: 2.75

Transition/Reorganization: 38.1

Office: 99 hours

Bulk mail; booth shipping; forms and labels; claims; purchasing; amend brochures; and a lot of “fixing things” like database entries, committee lists, undeliverable mail, vendors’ forms, etc.

Normal: 81.75

Transition/Reorganization: 17.25

Membership: 160.2 hours

Renewals; reminders; promotion; lists for state reps and committees; develop electronic membership card; database upkeep; work with Webmaster to set up friendly forms; and more “fixing things” like incorrect or incomplete entries.

Normal: 160.2

Transition/Reorganization: 0

MemberClicks: 26.5 hours

Correspond with MemberClicks support team to fix many strange problems; modify database to track board choice and conference memberships; develop instructions for using; set up searches and print templates for members; work with Webmaster to modify appearance and links.

Normal: 24.25

Transition/Reorganization: 2.25

Hours by Category
December 1, 2005 - May 30, 2006

