

**To:** Executive Board  
**From:** Aggie Hale  
**Date:** March 10, 2015  
**Re:** Executive Assistant Report

To date the current membership is, 582. However, the membership is constantly changing.

I am still learning and the hardest part is yet to come. Fortunately, I have Lisa Wright still willing to help me and I have been working with contact persons on our various third party programs.

In June, I will begin the process of creating the input criteria for registration, and sponsorship in Eventbrite. The Sponsorship Committee will be sending me information and I will be sending out blast emails.

A blast email will go out in June about Council formation.

I am submitting to the Board for your consideration, three templates. It will help me a great deal if I can use these templates designed to allow me to easily copy and paste information when I am gathering data without having to reformat information. I am also asking for any input or suggested changes as well. The forms attached are as follows:

- DRAFT 2016 Council I/II Applicant Review Roster
- DRAFT 2016 Council III Applicant Review Roster (These first 2 rosters are to assist Council Chairs review information from applicant submittals, check for representation and to document reasons for choosing and not choosing applicants)
- DRAFT 2016 Final Council Membership Roster

I'd like to remind Council Chairs and Committee Chairs to please send me any revised rosters in excel .

I will be working with Kevin Hamstra and Vicki Everly to suggest changes to current website. Any suggestions that anyone has please let me know and I will pass the information on.