



*SKÅL INTERNATIONAL UNITED STATES OF AMERICA  
A National Committee of Skål International  
An International Association of Travel and Tourism Professionals*

July 31, 2017  
VP of Administration – SKAL International USA  
July Monthly Report

**Administrative Duties;**

- NASC Minutes Review/ Approval for website
- Preliminary & Final Agenda for NCM prepared per EC's input to be posted on SKAL USA website
- Monthly EC Meeting agenda
- New Member Orientation Webinar Set up for Aug 2<sup>nd</sup>.
- Responding to individually submitted various questions/ assistance requests of SKAL USA members
- Membership Letter prepared and sent out to Clubs in regards to Upcoming NCM in August 25<sup>th</sup> with reminders of registering delegates by Aug 10
- Finalized NCM Hotel Booking for the SKAL EC
- Review/ Finalization of the Newsletter before distribution of membership

**Overseeing the activities of the Director of PR/ Communications and website;**

- New Project; SKAL USA Club Data Form (former Form 2) will now be available online for the Club Officers to fill in and submit data once elections are completed; the system itself will produce the reports/ list for the SKAL USA EC with SKAL USA Club officer's contact details- Beta is submitted to EC members for review; final display will be done at the NCM to membership will be running online as of October 1<sup>st</sup>.

**Committee Involvements;**

- **Sponsorship/ Advertisement Committee**
  - Turkish Airlines showed interest to post an add; still not finalized
  - Skymed interested to put an add on newsletter or website a meeting is conducted with them including Holly Powers who's the contact for the company
  - Committee members have interest from clients; committee is having a meeting Friday August 11<sup>th</sup> to review the initial feedback on the Media Kit.

**Calls and Other Activities;**

- Participated in 2 conference calls with Skymed; one time with Holly Powers and one time myself and Skymed Executive team to answer their questions on SKAL USA and the logistics for the adds.
- I contacted all my July list contacts on and left VM; will follow up with calls.

Respectfully Submitted by,

Burcin Turkkkan

VP of Administration

SKAL International USA

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