



VP of Administration
January 2018 Monthly Report
Respectfully Submitted by Lisa Conway

Communication

- Sent 2 emails regarding Data Form submission to SKAL USA Club Executive Committee Members.
- Responded to various questions from SKAL USA Club Executive Committee members on how to
- access the SKAL USA website members only area.
- Talked to 2 SKAL USA members regarding submitting articles for SKAL USA Website.
- Discussed Participation on Industry Relations Committee with Two SKAL USA Members.
- Attendance

Processes & Procedures

- Worked with Alton to secure new Travel Insurance policies for Board Members.
- Prepared January 2 SKAL Conference Call Meeting Agenda.
- Prepared WEC Meeting Agenda.
- Prepared spreadsheet of current SKAL USA Club Executive Committee Contacts.
- Prepared February 5, 2018 Meeting Agenda.
- Approved Expense Reports for Burcin Turkkan and Alton Hagen.

Meetings Attended

- Attended NY SKAL January Turnover Board Meeting
- Attended January 2 SKAL USA Conference Call.
- Attended January 18-19 SKAL USA WEC in Raleigh, NC.
- Attended NY SKAL January Member Meeting.



February 2018

SKAL USA VP of Administration Report
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Communication

- Sent Data Form Requests to clubs that had not updated information in January.
- Called Chicago, Central PA, Atlantic City, Philadelphia, Reno/Tahoe, Colorado regarding Data Forms and attendance at NASC.
- Corresponded with several clubs regarding completion of data form and provided instructions on logging into the website.
- Sent 2 SKAL USA Journeys newsletter article/photo requests.
- Received several newsletter articles and photos and forwarded to Seth.
- Forwarded IPW invitation from SI Colorado to Lavonne Williams for inclusion in next e-skal newsletter.
- Sent obituary for Klaus Billep

Processes & Procedures

- Prepared and sent EC Feb 2018 meeting and consent agenda
- Received, reviewed and forwarded Feb EC Meeting Minutes to SKAL USA EC for review
- Received, reviewed and forwarded WEC Meeting Minutes to SKAL USA EC for review
- Prepared and sent EC Monthly Reports to EC Members

Meetings Attended

- Attended EC Conference Call.
- Attended NY SKAL meeting.

NASC Preparation

- Sent email to EC regarding transportation to NASC, compiling list to send to Jane Garcia
- Prepared EC March 2018 meeting and consent agenda
- Prepared first draft of AGM meeting agenda
- Reviewed first draft of NCM meeting agenda prepared by Burcin
- Prepared NASC Floor plan, AV needs and sent to NASC Committee



March 2018

SKAL USA VP of Administration Report

Respectfully submitted by Lisa Conway

Communication

- Sent Data Form Requests to clubs that had not updated information in January or February. All except Richmond have been received.
- Contacted Memphis, Jacksonville, Chicago, Central PA and asked Dave Ryan to contact Los Angeles and Portland regarding attendance at NASC.
- Forwarded IPW invitation from SI Colorado to Administrators to send to SKAL USA membership.
- Attended NY SKAL meeting
- Attended March EC Monthly Webinar.
- Emailed SKAL USA Club Presidents for names of Members who have passed for NASC presentation.
- Emailed NASC 2020 Bidding Instructions to Club Presidents.

Processes & Procedures

- Reviewed, finalized and approved Winter 2018 Journeys Newsletter. Sent to members by Administrators.
- Prepared and sent EC March 2018 meeting and consent agenda
- Received, reviewed and forwarded March EC Meeting Minutes to SKAL USA EC for review
- Prepared Special Board meeting minutes and posted to website.
- Prepared and sent EC Monthly Reports to EC Members
- Sent email to NASC Delegates and Participants with reminder to order new SKAL USA shirts.

Meetings Attended

- Attended Special Board meeting.
- Hosted Monthly President's Webinar.
- Attended NY SKAL Meeting

NASC Preparation

- Finalized EC travel plans to NASC and forwarded to Jane Garcia.
- Sent Jane Garcia final NASC attendee list for SKAL USA.

- Prepared second draft of AGM meeting agenda and posted to website.
- Reviewed second draft of NCM meeting agenda prepared by Burcin and posted to website.
- Reviewed bylaws amendments proposal by EC.
- Prepared voting and delegate rosters for NASC
- Prepared Club of the Year Award Powerpoint Presentation for NASC
- Prepared "In Memorium" Powerpoint Presentation for NASC
- Reviewed and clarified qualifications for SKAL USA Club of the Year Award.
- Reviewed Club of the Year Qualifications for all Clubs to verify which clubs qualified to run for 2017.



April 2018
SKAL USA VP of Administration Report
Respectfully submitted by Lisa Conway

Communication

- Contacted Clubs that Qualified for 2018 SKAL Club of the Year Award to advise them to submit presentations for vote.
- Reviewed Tribute email for Jesse Upchurch
- Emailed SKAL USA Club Presidents for names of Members who have passed for NASC presentation.
- Sent email to NASC Delegates and Participants with reminder to order new SKAL USA shirts.
- Sent email to delegates with “tips” for NASC.
- Emailed Club Presidents to confirm # of votes and request name(s) of voting delegate(s).
- Emailed Presenters reminder to send presentations for NCM.

Processes & Procedures

- Received, reviewed and forwarded April EC Meeting Minutes to SKAL USA EC for review. Administrators posted corrected minutes to website.

Meetings Attended

- Attended April 2 EC Conference Call.

NASC Preparation

- Revised NASC Checklist.
- Worked with Jane Garcia to finalize attendee list for NASC.
- Prepared Consent Agenda for NCM. Sent to EC and Delegates to NASC.
- Prepared final draft of AGM meeting agenda and posted to website.
- Prepared final draft of NCM meeting agenda and posted to website.
- Reviewed bylaws amendments proposal by EC and posted to website.
- Reviewed Articles of Incorporation proposal by EC and posted to website.
- Finalized voting and delegate rosters for NASC.
- Finalized Club of the Year Award PowerPoint Presentation for NASC.
- Finalized “In Memoriam” PowerPoint Presentation for NASC.