



SKAL USA VP Administration Report  
May – August 2018  
Respectfully Submitted by Lisa Conway

May 2018

#### Communication

- Sent 2 emails to NASC delegates with information for conference.
- Answered questions from members regarding NASC.
- Emailed Club Presidents for Summer newsletter submissions.
- Sent reminder for NASC 2020 bid.
- Sent email with instructions for WEC 2019 bid.
- Worked with Skal Hawaii to obtain travel insurance for attendees to 2019 NASC.
- Call with SKAL Miami regarding documents and set-up for 2019 World Congress.

#### NASC

- Finalized attendee list.
- Finalized presentations and PowerPoints for AGM & NCM.
- Worked with Administrators to gather shipping information.
- Finalized AGM & NCM room set-up and AV with NASC Committee.
- Finalized vote count and delegate rosters.
- Set-up AGM & NCM room at NASC.

#### Club of the Year Award

- Received Club of the Year Presentations.
- Participated in Judging Club of the Year Award.
- Ordered plaque.
- Finalized presentation in PowerPoint for AGM/NCM.

#### Meetings Attended

- Attended May EC Conference Call.
- Attended NASC.

June 2018

Communication

- Sent email regarding 2019 WEC bid.
- Finalized Q2 Newsletter.
- Drafted NCM Sept 2018 Agenda.
- Drafted July 2018 EC Agenda + Consent Agenda Items
- Proofed June 2018 EC Meeting Minutes
- Amended AGM Minutes with Departure time for SI Dignitaries
- Proofed AGM & NCM Minutes and asked ABA to post to website
- Sent reminder for NASC 2020 bid
- Sent Richard Thomas Obit
- Sent email with instructions for WEC 2019 bid.
- Worked with Skal Hawaii to obtain travel insurance for attendees to 2019 NASC.
- Proofed updated MOI with updated Club of the Year Award info.

July 2018

Communication

- Sent reminder email regarding 2019 WEC bid.
- Approved minutes from July EC Conference Call
- Drafted NCM Sept 2018 Agenda and posted to website.
- Drafted August 2018 EC Agenda + Consent Agenda Items
- Sent reminder for NASC 2020 bid
- Sent Richard Thomas Obit
- Worked with Skal Hawaii to obtain travel insurance for attendees to 2019 NASC.
- Reviewed original Trademark filings.
- Sent 2 emails regarding Auction hosted by SKAL Mexico.
- Worked with SKAL Miami on World Congress 2020
  - Attended kick-off meeting
  - Sent various documents from NY World Congress Cruise
- Proofed updated MOI with updated Club of the Year Award info.
- Received and reviewed quotes for WEC 2019 bid.
- Updated SKAL Clubs Email list.
- Gathered travel information for EC trip to DC for NCM in September.
- Wrote and sent obit for Skalleague John Soltys, Kansas City

August 2018

Communication

- Sent reminder emails regarding 2019 WEC bid.
- Reviewed 2019 WEC bids received and prepared comparison document for EC vote.
- Approved minutes from August EC Conference Call.
- Drafted NCM Sept 2018 FINAL Agenda and posted to website.
- Sent reminder email for Summer Newsletter.
- Worked with SKAL Miami on 2019 World Congress.
- Sent email from SKAL Mexico regarding auction.
- Reviewed original Trademark filings.
- Prepared sign-in sheets for September NCM.
- Emailed Club Presidents for name of voting delegate attending September NCM.
- Updated SKAL Clubs Email list to include Phoenix.
- Gathered travel information for EC trip to DC for NCM in September.
- Responded to various emails.