



## **Administrative Report**

### **Period: November/ December**

- Met with John about new clerical assistant duties
  - Clerical assistant duties are updated and available on the website
  - New updates to the website to increase traffic
- Tentative 2012 schedule
  - For Audio's:
    - January 18, 2012 and February 15, 2012 at 4 pm
  - For Board meetings:
    - January 18, 2012 – February 15, 2012 – April – May – July – August – October – November
- Received payment from the Museum after they were contacted by Deb – Haven't heard from other members who haven't paid:
  - Hope Christian Academy
  - ND Cowboy Hall of Fame
  - Securian Financial Advisors of ND
  - Soldiers' Angel
  - Theodore Roosevelt Foundation
  - University of North Dakota Foundation
  - West River Health Services Foundation
- Will be requesting contact info update from members to be posted on the website in the email notification emails – First request already sent on Dec 2
- Received comments about GfG from members and forwarded them to Brent