Upcoming Events & Dates:

* Jan 30 & 31 – Town Hall Meetings (Laramie & Rock River)
* Feb 12 – Online Tree Sales Open
* Feb 14 – February Board Meeting
* Feb 20-22 – WACD Training, Cheyenne
* Feb 20th - 22nd – WACD/Audit Training, Cheyenne

**Monthly Report**

Natasha Dangler

LRCD Office Administrator

***January 24th, 2024***

New Business:

* Jubilee Days sponsorship
* Comm. Enhancement Grant Update

Office Administration & HR:

* Submitted the Small Acres Workshop Planning Grant application
* Edited 2024 LRCD Employee Policy Manual
* 2024 Expo planning and communication
* Created Bulk Mailing SOP for online newsletter orders
* General office housekeeping and file organization
* Updated District calendar with new Board Meeting dates
* Ordered staff work shirts for next field season

Finances & Bookkeeping:

* Banking with Ruth & Martin – new CD with ANB
* Paid monthly bills and invoices, made bank deposits, sent out all signed checks.
* Compiled the monthly finance folder for submission to our CPA.

Communication, Computers & Websites:

* Updated portions of the website
	+ Educational page is now live!
* Made several FB posts throughout the month.
	+ Created Comm. Enhancement Grant Funding ad
	+ Added monthly board meeting notices to Facebook & webpage.
	+ Shared multiple partner posts and events

Projects & Community Participation

* Small Acres Planning Meeting – JAN 9th

**Current Time (December 2023)**

Vacation: 32.0 hours

Sick: 11.3 hours

Comp: 0 hours