

Monthly Report

Natasha Dangler

LRCO Office Administrator

September 20th, 2023

New Business:

- Annual Summary & Annual Report
 - Drafts for review & Board Approval

Office Administration & HR:

- Finalized drafts for FY22/23
 - One Page Summary
 - Annual Work Plan and
 - Annual Report

Finances & Bookkeeping:

- Paid monthly bills and invoices, made bank deposits, sent out all signed checks.
- Sent Vasquez invoice for lease payment.
- Compiled the monthly finance folder for submission to our CPA.

Communication, Computers & Websites:

- **Water Quality Workshop #2 – 8/29**
 - Sent thank you's and emailed link to presentation slides
- **WACD Area II Meeting & DOA Training – 9/14 & 9/15**
 - Registrations and invoices
 - Wrote & mailed training invitation letter to Toltec board members
 - Ordered catering
 - Cleaned meeting room and audio check
- **Water Quality Workshop #3 – 10/3**
 - Wrote and emailed formal invitation letter for Monolith Ranch tour
 - Track registrations
- Made several FB posts throughout the month
 - Added monthly board meeting notices to Facebook & webpage
 - Shared multiple partner posts

Projects & Community Participation:

- 8/29 - Water Quality Workshop
- 9/11 - Annual Toltec Inspection
- 9/14 - Elected Officials DOA Training
- 9/15 - WACD Area II Annual Meeting

Upcoming Events & Dates:

- OCT 3 Water Quality Workshop #3
Monolith Ranch Tour
- OCT 24 LRCO Board Meeting
- NOV 2 ACSG Annual Meeting
- NOV 15-17 WACD State Convention
Dubois, WY
- NOV 22 LRCO Board Meeting