

Monthly Report

Natasha Dangler

LRCD Office Administrator

February 14th, 2024

Upcoming Events & Dates:

- Feb 19th – Office Closed: President's Day
- Feb 20th - 22nd – WACD/Audit Training, Cheyenne
- Feb 6th – Weed & Prest Private Applicator Training
- Mar 12-14th – WCDEA Winter Training in Casper
- Mar 20th – LRCD Board Meeting

New Business:

- Compliance Reporting forms

Office Administration & HR:

- 2024 Expo planning and communication
 - 82 formal invitations sent via email
 - Ordered reusable bags for giveaway/prize options
 - Ordered LRCD notepads for customers and workshops

Finances & Bookkeeping:

- 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:

- Website Updates:
 - Equipment rental page on website and 2024 rental agreement
 - Updated Tree Sale info page
 - Snowpack data and resource page
- Made several FB posts throughout the month
 - Created Tree Sale ad notice and Save the Date
 - Added monthly board meeting notices to Facebook & webpage.
 - Shared multiple partner posts and events
- Assisted Holly with gathering supplies for her UW Volunteer Fair

Projects & Community Participation

- Small Acres Planning Meeting – JAN 9th

Current Time (January 25, 2024)

Vacation: 12.0 hours

Sick: 10.0 hours

Comp: 0.0 hours