

Pitkin Thomas I Manager Report I February 2024

Monthly Duties:

- Pay Invoices
- Produce Monthly Newsletter
- Website Updates
- EMC Mail
- Deliver Checks to Bradshaw's Office
- Collect EMC Dues and Fees
- Maintain EMC Membership Contact Information
- Preserve EMC Records
- Assist HOs with Problems and Concerns
- Produce Monthly Manager's Report
- Regular Communications to Membership regarding roads and infrastructure
- Prepare Expense Requests for EMC Staff and Volunteers
- Work with Contractors to provide EMC services

Additional Work Performed:

- Met with Nicki
- Meetings with Craig to facilitate his retirement and transfer of duties
- Filed Annual Report for Non-Profits
- WFI Compliance
- OCEC Meeting
- Met with Locksmith: E4 Keys
- Meeting with Winthrop Postmaster regarding improved USPS service

Next Steps:

- Pursue Estimates for Road Improvements
- Assist the Garbage Facility Committee in Furthering the Project
- Assist Roads Committee in furthering road improvements and policies
- Provide Assistance to Other EMC Committees, as Needed
- Prepare for April board meeting
- Process Checks for EMC Dues
- Facilitate the transfer of power from Craig to Jeremy