

Pitkin Thomas I Manager Report I January 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:

- Worked with our Accountant to Send out invoices for 2024
- FWC Conservation Survey
- Renewed ERoW Certificate
- Filed With Okanogan County Assessor
- Filed Annual Meeting Minutes
- Met with Finance Committee
- Met with Roads Committee

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 February board meeting
- Process Checks for EMC Dues