

Since the last Board Meeting on April 20, Kim Parrott has been very active in the NCLA office.

*She assisted the Nominating Committee with notices and ballots for the officers for the next biennium and she assisted with the tabulating of the ballots once returned.

*She processed 757 membership renewal notices and processed incoming renewals.

*She provided committee, section, and roundtables with information about membership lists in advance of the conference.

*She attended 2 Conference Planning Meetings and developed the registration form for the pre-registration packet.

*She negotiated a new contract with the Merchant Services account and worked with the Treasurer on several financial/business matters of the office.

*She met with the Raleigh Convention and Visitors Bureau regarding that site as a potential one for 2001 and talked with a company who produces site selection services as well.

*She changed to summer office hours: 8-3 on Monday and Wednesday and took 5 days of vacation.

Ms. Parrott's anniversary date with NCLA is August 11. Dale Cousins is asking the Board and NCLA membership for feedback to include in the annual performance review for Ms. Parrott.