

November 2019

Dear Board,

So far November has been a good month, with things moving along quite smoothly. A few updates I'd like to make regarding the tasks I noted from last month:

- The refurbished laptop is working well for programming pin codes. The Lock Shop had to come out to finish the installation of the software, but it was a fast service call and they only charged us for 30 minutes (plus standard visit fee) – so that worked very well. Mary Fulton kindly inputted everyone's names against their code, so that saved me some time. Thanks Mary! Everyone that needed a code assigned or inactivated from when the laptop was not working has had their code programmed or deactivated
- SmithCo came out to replace a valve so that the heat would work in the offices
- Mary Fulton also started on archiving activities, starting with Board minutes. Mary Alice Kimball has said FinCom plans to address their files as they have many offsite as well as in the office
- I have been collecting payments for the holiday fair (from vendors) and plan to let Mary Finnegan know what we have on Tuesday the 19th, since some people have shown an interest but have not paid for their spot yet (and may pay on Sunday).
- As in the past, the office will be closed on Thanksgiving and the Friday after
- The AA groups have been informed they cannot meet on Dec 7th (morning of holiday fair) or on the evening of Dec. 23rd (Christmas Eve service)

Lastly, thank you for supporting my request to decrease my hours to 20 per week; I very much appreciate that.

Regards,
Karen