

Office Operations & Administration Report

I have certainly enjoyed the past two months getting acquainted with as many of the Board members as possible and also exploring the resources that the library and archives provide. Several times each week I receive requests on a variety of topics. I am learning something new about carriages every time I open an email, and I am indebted in particular to John S., Ken, John G., Jack, and Holly who have patiently answered my countless questions. There is so much to learn!

The 2017 calendar is at the printers, and the theme this year is a selection of colored fashion plates from The Hub (CMA's publication). I have already received an inquiry about the calendar from Roger Murray, who said that both clubs with which he was involved preferred our calendar to others available and that he intends to order quite a few copies!

When we received our property insurance policy renewal in August, the question arose as to the extent of our coverage for the library and archives (\$80,000), how that total came about, and are we sufficiently covered in the event of a loss. This topic probably needs to be revisited at a future date but in enough time that we can update our coverage next July/August, when our policy comes up for renewal.

I have begun to circulate my weekly time journals to the Board to (a) inform everyone of the day-to-day operations of the office and (b) to perhaps solicit input or feedback on some of the research topics I receive. The members of the Board know so much about the history of carriages and the coaching world that I feel this knowledge eclipses what we have in our library in terms of scope. I also hope to continue the series of articles on our members (either for publication in the *Carriage Journal* or for periodic newsletters), focusing on their current collections and their particular interests. We have made a start; I am aware of Lowell's wonderful article recently, and there is another in the works for Bill Nygren, on which I am working with Jack. If there have been more, please let me know so I can review them.

I am currently working on an article about Judge Moore for inclusion in the Fall Newsletter. I have so much information now that I have exceeded the space available, and perhaps this can morph into a piece for the *Carriage Journal* about "where are they now," as a number of his vehicles are owned by our Board members and associates. The annual appeal section needs to be written, but I hope/plan that the newsletter and annual appeal will be ready to send to the printers the first week of November.

Jill asked me to submit a column for "The Insider" page in October's *Carriage Journal*. I hope this can become a periodic submittal, either to the weekly *Spokesperson* or a more fully developed article in the *CJ* itself. I will discuss this with Jill as her schedule permits.

I am thrilled to be at the CMA, and I look forward to working with and getting to know each of you in the years ahead.

Respectfully submitted,
Virginia Goodman