

Office Operations & Administration Report

This past quarter, I was busy with producing and mailing the Fall Newsletter in mid-November. We decided that it would be efficient to include our annual appeal as well, and the article on Judge Moore and our request for support of our Virtual Museum and additional library furniture were well received.

I continue to receive multiple and fascinating requests for research services. Based upon the volume and variety of requests, I will be working with Stewart to develop a research policy and database of past searches that will document what is being asked and who is asking (individual, institution, etc.). We will also refine the research service fee structure to maximize earning potential.

The CMA was invited to host a display at the CAA's Learning Weekend at Grand Oaks, Florida from February 2-5. With assistance from Charlie Poppe, who loaned a large number of interesting (and some rather mysterious) items from his personal collection, I have prepared a hand-out for the two days I will be exhibiting (Thursday and Friday). Those who can correctly identify all the items will receive a free CMA calendar. Jill also suggested that we might make this a regular feature in the *Carriage Journal*, so I will pursue that as her time and schedule allows.

I have also trained the CAA's volunteer, Linda Freeman, on the use of our scanner, and she has been working on digitizing the *Carriage Journal*. I have been bookmarking the PDFs of those files, and with Kathleen Haak now on board at the CAA, I am hopeful that these early issues may soon be available to CAA members on their website, and I would like to utilize Linda's time with working on CMA digitizing projects as well.

At Dale's suggestion, we have reevaluated our insurance policies to update our coverage and to consolidate all under one "umbrella." We are now close to making the transition, and Dale will report on the current status.

Our new accounting practices are going smoothly, with Tanya Stites, assistant to our long-time accountant Brad Oberlander, doing the monthly bank reconciliation reports and end of month financial reports. She has been working closely with Lowell to ensure that these reports are easy to read for all Board members.

My most immediate task following my return from Florida includes writing and mailing the annual report, with Lowell's input and assistance.

Respectfully submitted,
Virginia Goodman