

Minnreg Officers Action Register

Item #	Date Assigned	Assigned	Action Item	Due Date	Status / Notes
1	1/5/22	Dr. Gloria Hill	Compose the annual community outreach program.	2/9/22	Completed
2	1/5/22	Dr. Gloria Hill	Assemble and oversee volunteers.	2/9/22	Completed
3	1/5/22	Dr. Gloria Hill	Contact Robin Mobley, Principal of Tyrone Middle School, regarding the \$10,000 grant given to them in 2021 by MVA.	2/9/22	Completed
4	1/5/22	Dr. Gloria Hill	Reach out to Alex Buell of Pinellas Education Foundation regarding the \$10,000 scholarship MVA wants to give them.	2/9/22	Completed
5	1/5/22	Dr. Gloria Hill	Build a bridge to Honeywell organization by promoting what MVA is doing in the community.	2/9/22	Completed
6	1/5/22	Shirley Murphy Al Shields	Form Member Events Committee to set event agenda for 2022.	2/9/22	Completed
7	1/5/22	Shirley Murphy Al Shields	Compose the annual member events schedule including costs for each to help determine if a charge for members will occur.	2/9/22	Completed
8	1/5/22	Sam Janofsky	Introduce yourself to the MVA financial team.	2/9/22	In process
9	1/5/22	Betty Held Sam Janofsky John Bowers Thom Dupper	Sit down with new accountant and work out a setup of accounts that makes sense for our organization.	2/9/22	In process

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10	1/5/22	Dave Hewitt	Learn online office calendar.	2/9/22	Completed
11	1/5/22	Dave Hewitt	Determine what supplies/refreshments will be maintained by MVA and create a system for re-ordering supplies and refreshments.	2/9/22	Completed
12	1/5/22	Dave Hewitt	Set up system in office for letting Dave know when repairs or supplies are needed. A white board or flip chart was suggested.	2/9/22	Completed
13	1/5/22	Dave Hewitt	Purchase and install a shade for the front door of the MVA office	2/9/22	Completed
14	1/5/22	Vivian O'Dell	Meet with George Suther to review tool development for JotForm RSVP system.	2/9/22	Cancelled
15	1/5/22	Deb Dupper	Provide all officers a copy of the spreadsheet used for expenses when submitting to the Treasurer.	2/9/22	Completed
16	2/9/22	Thom Dupper	Set up MVA drop box for monthly minutes and financial reports. Teach secretary and treasurer how to download.	3/9/22	Completed
17	2/9/22	Al Shields	Look in to cost sharing and carpooling for future events.	3/9/22	Cancelled

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18	2/9/22	Al Shields	Suggest increase in dues and encourage volunteers to receive free events.	3/9/22	In process
19	2/9/22	Gloria Hill	Accumulate items from Amazon to be given to volunteers	3/9/22	Completed
20	2/9/22	Thom Dupper	Put together task force to organize Open House for new office to be held on April 9, 2022 from Noon-3:00 pm.	3/9/22	Completed
21	2/9/22	Betty Held	Get credit/debit card for Dave Hewett, Office Manager.	3/9/22	Completed
22	2/9/22	Betty Held	Collect 1099 from all officers that will receive payments in 2022.	3/9/22	In process
23	3/9/22	Dave Hewett	Build shelves in garage for storage.	4/6/22	In process
24	3/9/22	Dave Hewett	Purchase and install cabinets in office to hold office supplies.	4/6/22	Completed

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25	5/11/22	George Suther	Compile, rename and put in MVA Drop Box all minutes from Officers and Board Meetings and financial reports for years 2019, 2020, 2021, and 2022	7/1/22	Vivian delivered Secretary information.	
26	5/11/22	Thom Dupper	Create Drop Box for above			
27		Thom Dupper	Monitor and respond to inquiries at the MVA office.			
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