

Monthly Report

Natasha Dangler

LRCO Office Administrator

November 13th, 2024

Upcoming Events & Dates:

- 11/11 – Veteran’s Day; Office Closed
- 11/18 – Small Acres Planning Meeting
- 11/19-22 – State Convention in Jackson
- 11/28-29 – Thanksgiving Holiday

Office Administration:

- Edited 2024-2029 Long Range Plan for Board Review
 - Wrote and submitted public notice advertisement for comments
- Registered Staff and Supervisors for State Convention
- Submitted Staples order for office supplies

Finances & Bookkeeping:

- Paid monthly bills and invoices, made bank deposits, sent out all signed checks.
- Compiled the monthly finance folder for submission to our CPA.

Communication, Computers & Websites:

- Coordinated The Big Event Garden clean-up effort
- New printer install and troubleshooting for Martin
- Monthly FB updates, shares, and posts

Projects & Community Participation

- 10/19 – The Big Event Garden Clean-up
- 10/28 – Meeting with Brenna/UW Extension
- 10/24 – Laramie Beautification Committee Meeting
- 11/7-8 – Wyoming Women in Ag Conference

Current Time (October 25, 2024)

Vacation: 21.0 hours

Sick: 21.8 hours

Comp: 0.25 hours