

Monthly Report

Natasha Dangler

LRCO Office Administrator

October 15th, 2024

Upcoming Events & Dates:

10/19/2024 – The Big Event Garden Clean-up

11/7-8/2024 – Wyoming Women in Ag Conference

11/13/2024 – November Board Meeting

Office Administration & HR:

- Compiled photos and bios for WACD auction submission
- Sold a composter!
- Gave away 50lbs of Mullen fire reclamation seed

Finances & Bookkeeping:

- Invoicing for WG&F and contractors
- 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:

- Assisted with IT support for BLM mediation meeting on 10/2
- Sent out the newly edited lease agreement to Vasquez
- Coordinated The Big Event Garden clean-up effort
- Monthly FB updates and posts

Projects & Community Participation

- 9/26 – LBC monthly meeting
- 10/2 – FS Cooperator Tour
- 10/7 – LEP quarterly meeting
- 10/14 – Office closed

Current Time (September 25, 2024)

Vacation: 17.0 hours

Sick: 18.1 hours

Comp: 0.25 hours