

## Administrator Report as of January 21, 2009

Some of my activities since the November 2008 meeting included:

Wrote to Department of Transportation and Public works regarding the community's concerns regarding the **community mailboxes** and received the following response:

*"We will be reviewing all existing and proposed community mail boxes in all areas within our jurisdiction. Alan Aitken, the Departments Traffic Engineer, has developed minimum standards for Canada Post to follow when installing them. A number of existing sites do not meet that standard and they will be improved. Alan may want to add more to this response." – Kevin Campbell*

Was alerted by resident and contacted Dept. of Environment regarding concern with a property on Sleepy Hollow Rd re. demolition of a building and concerns re **tipping oil tank**. Officials came out to visit property.

**Money** -Prepared for **audit**, including gathering information on costs, dates of acquisition for capital goods. Accountant coming out Feb 12 and 13 for office visit.

**Signing authority** – Shari and Gail have been to the Stella Maris Credit Union before Christmas to changing the signing authorities, with Brian planning to go in early January.

**Budget** – Am circulating preliminary budget as springboard for budget discussion.

**Shelter** – was winterized, floor was ordered and \$400 pre-paid to enable us to complete the MRIF Shelter Project in this fiscal year. Will make application for final claim and submit final project report.

**Office** - Purchased at 4-in-1 machine, including colour printer, and a new cabinet for the office (Thanks to Allan Booth for putting it together!). Eastlink converted the office and park to their telephone and computer lines January 21.

**Paperwork** – I compiled a list of motions passed in 2008, and sorted papers in the office. I made some business cards for Brian, Alfie and myself. See me if you would like a few.

Day	Date	In	Out	Hours	Activities
Mon	Jan-05	10:00	2:45	4.5	SPA money, corres, accounting, mtg min out, web updates
Tues	Jan-06	2:30	6:30	4	corresp, GMF disk, W&S edits, budget, PSAB
Wed	Jan-07	9:00	1:45	4.5	Joe in, PSAB Accounting -read, get data, SPA-MLA mtg org
Monday	Jan-12	9:45	3:30	5.5	pick up mail, yoga sheets, install 4in1, put tog cabinet
Tues	Jan-13	11:00	6:45	7	4in1-fax problems, tidy, file, Betty in
Wed	Jan-14	9:00	2:30	5	return postage meter, contact Gary re EMO, compile motions
					2008, file, audit information
Fri	Jan-15	2:15	3:45	1.5	print off reports, hall donation info, emails

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