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Executive Director's Report to the General Membership

10 January 2005

It has been my pleasure to serve as Executive Director of the Lycoming Law Association since April of 2004.

Since coming on board, many changes have been instituted in the daily operations of the Association. Over the course of many months, the financial records of the Association and the Reporter have been completely combined and transferred to a QuickBooks accounting system, which allows the Association to see for the first time, its entire financial position at the touch of a button. We are now able to determine exactly what our profit and loss situation is for both the Association and the Reporter, as well as understand our balance sheet, and we are able to budget properly and establish a financial future beneficial for growth for the entire organization. While this process has taken much time and effort, I can say with great pride that the Lycoming Law Association's financial reporting methods are now solidly in the 21st century.

Another big change has been the absorption of the Lycoming Reporter advertising processes into the Association. All advertising is now handled through the Association office, as well as all billing for advertisements. Without the extensive assistance and graciousness of Annabel Miller, I would never have been able to adapt these processes so seamlessly...I thank her immensely for her kindness and most courteous support.

I have spent a good deal of my time over the last eight months familiarizing myself with the entire management of the Association and the Reporter, and I continue to look for ways to make things run more efficiently and smoothly for all involved. I've maintained regular communication with the Pennsylvania Bar Association, joined the Pennsylvania Association of Bar Executives and become active within that group, continued established social and community programs previously performed by LLA, such as the Angel Toy Drive for the Salvation Army, and assisted with the monthly newsletter. I've kept membership informed of goings-on, and have planned some of our annual events. I've begun handling the CLE opportunities, especially on the registration end, and am working on our first Lunch & Learn, to be held in March.

I hope to have more involvement with our Committees this year, as I believe it is my duty to act as liaison between the Committees and the Executive Board. It will be my personal goal to stay abreast of what's happening within each Committee. I believe that a strong organization has a strong director at its center.

I would also like to see the immediate establishment of a formal CLE Committee (or Education Committee) which meets regularly. This is another goal I have for this coming year.

In closing, I'd like to thank the Executive Board for their unwavering and unfailing support over the last eight months. This has been a wonderful experience for me personally and professionally, and I am grateful for this opportunity as we grow the Lycoming Law Association and the Lycoming Reporter, together.

Sincerely,

Jessica A. Engel
Executive Director