

1st QUARTERLY CABINET REPORT

MEMORANDUM

Date: September 30, 2022

To: District Governor Rose Burrus

From: Cabinet Secretary

Re: Cabinet Report for: July 1, 2022 – September 30, 2022

ADD CALLS FROM DG

em = email

- Calls with DG 7/1, 7/2, 7/13, 7/14, 7/18, 7/23, 8/4, 8/8, 8/15, 8/18, 8/19, 8/20, 9/19.
- Daily tracking of responsibilities:
 - 7/2 – make list of voting members of the Cabinet: DG, VDGs, Cabinet Secretary, Cabinet Treasurer, 14 Zone Chairs; prepare Excel docs with Cabinet chairs & voting members; prepare email transmitting Cabinet resolutions for approval by voting members; edit Paw Prints; edit District Directory; start Excel doc for tracking Cabinet Installation & Visitation Kickoff & Awards.
 - 7/4 – review & respond to emails (em) re Cabinet resolutions; em to DG & Wally; Aquia Harbour Parade; edit District Directory.
 - 7/5 – edits to District Directory; em to Wally re Kickoff & training certificate; em to Sally Kenavan, Marty Alford, Sharon Hart, & Tammie Brightwell; em to Wally Burrus attaching District Directory.
 - 7/6 – obtain addresses for Zone Chairs; prepare draft agenda for Cabinet Installation & ems re approval of resolutions.
 - 7/7 – talk with Joann Bale re LEO Club advisors and meeting locations; contact all LEO Advisors re updating info in District Directory; talk with Marie Davis re updating Visitation Report; em to Wally Burrus re same.
 - 7/8 – em to DG & Wally Burrus re Visitation.
 - 7/9 – send em to voting members re visitation; edit GMA year-end report; em to Bobby Anderson re GMA Report; respond to em from ZC Pam Martinov.
 - 7/11 – respond to em from DG re second resolution.
 - 7/13 – make voting cards; phone call with DG.
 - 7/15 – respond to emails re Visitations Kickoff; update training list for 6/11-12; phone call with PDG Glen Logan.
 - 7/16 – em to DG re Installation; update Excel document re Installation.
 - 7/18 – respond to em from Sally C. Anderson re Zone Chair F; respond to DG re Cabinet Installation; update Excel doc re Installation.
 - 7/19 – prepare labels for ZCs; labels for ZC bags, labels for ZC Clubs, stuff Cabinet Installation envelopes: assemble 5 documents, staple 2, insert 50/50 tix, insert District Directory, DG pins, international pin, Cabinet pins, Cabinet chair pins, ZC pins, update Excel list, separate 50/50 tix for bucket, respond to ems re minutes sent out for approval, respond to ems re login to MyLion, respond to questions re District Directory.
 - 7/20 – respond to em from DG re Directories & distribution at Cabinet Installation; affix labels to cards & Zone bags; assemble 15 bags with Zone Club Directories for each Club President, Secretary, & Membership Chair; check Cabinet who are also Officers of their Club; add Shirley

Eye & Ken Lapin to Excel list & make packets for them; make labels for voting members for packets (voting cards/sticks); go to Walmart & buy two plastic flowers; go to Office Depot to check out nametags.

7/21 – draft template for nametags; correct titles on individual tags; made Recycle Nametags sign.

7/28 – send digital District Directory to Bettie Burgess with Chancellor Lions.

7/29 – write TYs to Sharon Gaylord & Karen Taylor for their help at Registration Desk at Cabinet Installation; take Zone A Directories to Alicia Calayag in Woodbridge to take to ZC Ralph Cooper; edit Diabetes Year-End Report (4.75); send email to Lion Kathy Gold re edits & what she needs to pay attention to/correct.

7/30 – edit Diabetes Report (1.5); send emails to DG & Voting Members re Diabetes Report.

8/1 – send Diabetes Year-End Report to voting members of Cabinet for approval; start tracking approvals.

8/3 – respond to emails re Diabetes Report (3.0); work on letters re exit surveys for DG, including drafting Excel document for 52 former Lions; edit exit survey letter; run off survey; create merge letter; create merge labels, make address return labels for DG & Lion Bobby Anderson who will summarize results.

8/4 – stuff letters & affix labels as appropriate, affix stamps to return envelope, purchase stamps for mailing envelopes.

8/5 – prepare D24-L Expense Report for Cabinet Installation.

8/6 – receive emergency notification about KY & WV flood victims; send Wally Burrus list of Visitation registrations.

8/6-7 – wash linens, blankets, towels, washcloths for Medical Missionaries outreach to Appalachia flood victims, buy non-perishable food item, cleaning supplies, 3 sets of clothes for a boy & a girl; package this as well as kitchen towels, potholders, & dishcloths for Sharon Gaylord to pick up.

8/8 – respond to Mary Knoxville re cost of life membership application.

8/9 – request certificate of training for Beth Sherman, Montclair Lions, for President's training; refer digital Directory requests to Wally Burrus for 6 individuals.

8/10 – email to George Goodwin re Visitation Kickoff & how payment should be made; advised K. Gold that year-end Diabetes Report was not the same one I edited & reformatted & should be corrected; she immediately sent the correct version & I sent it to DG for signature; 11 of 20 voting members approved the Report as of August 6, 2022.

8/13 – sent multiple Directory changes to Wally Burrus for updating Directory & Beth Kelley for updating MyLCI; em from PCC Wilma Murphy requesting Registration list for Visitation Kickoff & Awards for use in preparing awards; send email to Beth Kelley re email change for Lloyd Adams, Dahlgren.

8/15 – respond to Rod Cutright re Visitation Kickoff; email from DG re stuffing packages for Visitation Kickoff; email from DG re online training; respond to em from Don Bradley to delete Roger Klinker from mailings & forward to Wally Burrus.

8/16 – email to Wally Burrus re certificates of training for T. Patel, V. Davies, & W. McGinnis; em from DG re Zone meeting dates.

8/17 – send emails to Wally Burrus re Nancy Lagase & Jill Bates will not be attending Visitation Kickoff.

8/18 - 2VDG Jim Cech requested Zone C directories for delivery to Purcellville on 8/25; reviewed Visitation agenda & suggested leaving more time for the meal before he awards presentations; em to Cam Miller, LoW re Visitation Kickoff; em from Pam Martinov that she cannot attend Visitation Kickoff but will send Aron Hinson, KL; em to Wally Burrus re same.

8/19- em to DG re petty cash needed for Visitation Kickoff; em from DG re Zone pins & registration packets.

8/20 – em from 2VDG re Diane Taggart, Montclair, wanting to attend Visitation Kickoff; checked to see if she could be added; advised Jim Cech to call Diane that she could attend.

8/21 – respond to em from M. Armendaris requesting digital copy of District Directory & forwarded email to Wally Burrus; em from DG re contacting 4 clubs with missing officer info (Arlington Host, Lexington, Purcellville, & Reston); DG will contact Park West when she meets with them; I contacted the 4 clubs.

8/22 – em from V. Davies requesting Presidential Certificate be found for Sandy Brown who helped out at the State Convention; contacted CC Donna Weiler; Hauser Weiler provided a new certificate for Sandy & sent it to V. Davies; em from DG asking to add Doug Cross as Treasurer of Park West Lions, which I did.

8/23 – em from Jason Fream re Emergency Assistance for KY & WV flood victims & their LCIF donation; referred em to 2VDG Jim Cech re LCIF admin; em from Wally Burrus re Zone A directories that I delivered to Alicia Calayag in Woodbridge two weeks ago for handing off to Ralph Cooper in her Club.

8/24 – em from DG about wanting to visit Manassas Host & Dale City Clubs; sent emails to Presidents/Secretaries to ask for available dates; em to Davida Luehrs re adding Treasurer to Reston Club in MyLCI w/o PU-101; em to Ken Spellman, Purcellville re President; he responded that he is KL; em to PCC Wilma Murphy re number & types of awards presented at Visitation Kickoff.

8/25 – em to Beth Kelley re change in em of Secretary, Arlington Host; em to Wally Burrus re training certificate for Bruce Ryker; responded to em from K. Quantrell re adding photos to MyLion & forwarded to Beth Kelley for a response.

8/26 – em from V. Davies re certificate of training for Bill Ewing; responded that I have not received notification from WordPress, but would check with PDG Glen.

8/27 – em from DG re sending out welcome letters to new members; I responded to send me a template & I will do it.

8/29 – em from Greg DeRosa re Zone meeting on 8/31, 7pm; em from Becky & Norma Reynolds re LCIF donation for KY flood victims; forward to DG for recognition of Monterey Club; review DG article for Paw Prints; sent em to John Beere, Manassas Host, confirming 8/26 meeting, 2nd Wednesday of the month, for DG.

8/29 – em from Nancy Ball, Chancellor, that she was able to change location of meeting place in MyLCI as directed by me.

8/30 – em from DG with template for new member letters; prepare 32 letters for 37 new members; sent reminders to 5 Zone Clubs about providing dates, times, & locations for their meetings for DG calendar.

8/31 – send em to DG with wrapup article to edit on Visitation Kickoff & Awards.

9/1 – edit Paw Prints.

9/2 – go over Paw Prints edits with Sally Cooney Anderson; responded to em from Greg Hart re Clarke County e-clubhouse to reset password; sent em to Wally Burrus requesting training certificate for George Stabler, GFR.

9/4 – em to DG re Zone B meeting on 9/8, 7pm by Zoom; em from K. Heil re Secretary training; advised her to take class on District website & click on Report Completed Training.

9/5 – em to DG re Request for Quarterly Reports sent to D24L, should have been sent only to Cabinet Officers; responded to em from K. Taylor re Socktober & new socks only.

9/6 – send em to Wally Burrus transmitting Quarterly Visitation Report from Marie Davis to post on District website; send Leader Dog & Zone Reports from C. Schwab to Wally Burrus for posting; em to DG re K. Quantock & agenda for Fall Conference; send em to Wally Burrus transmitting Special Needs Equipment & Eyeglass Recycling Reports from S. Hart; review em from PDG Glen re Training Accomplishments.

9/7 – update training list from WordPress notifications; update Visitation list of names & contacts; email to PDG Glen and DG re training; em to Wally Burrus requesting training

certificate for Shirley Eye, Fredericksburg Host; send training certificates to President & Secretary for presentation to Bill Thomas & Wyatt McGinnis; em from Darrell Sample, Dale City re possible dates for DG visit; referred to DG for choosing date.

9/8 – em from Lisa Romano, KL with Alexandria-Lincolnia re 11/8 for DG meeting; em from DG requesting Zone meeting dates; em to PDG Glen re officer training tracking of names sent by WordPress; send to Wally Burrus quarterly reports for posting from Sally C. Anderson for International Convention & Paw Prints; respond to em from J. Bortle re Waynesboro service projects that she should report in MyLion & not send to me.

9/12 – em to Wally Burrus re Angela Huyett, Stephens City, request for training certificate.

9/13 – responded to em from Pam Martinov re Zone B meetings; they will be on Zoom.

9/14 – em to DG re Zone meeting info, District cards for illness, birthdays, & bereavements are sent individually after notification by clubs; will send Excel updates to Wally Burrus re Fall Conf registrations weekly; responded to em from Rich Lavallee that he will not be attending Fall Conf so he cannot serve as Sergeant at Arms due to Shrimp fundraiser he's in charge of; respond to em from Maggie Reidy re Fall Conf agenda & activities & send to DG for response; send em to DG re Jim Purton "A Dog's Tale" trailer to include in Communication Monday & put on website.

9/15 – respond to em from D. Luehrs & D. Ambaugh re Fall Conf registration form; send to DG for response.

9/16 – em to DG to include link to conference hotel and provide reservation discount code in next Communication Monday; em to Wally Burrus transmitting Dwight Brooks' Zone C report to post; em to D. Brooks asking for dates to Zone meetings.

9/19 – review Communication Monday and suggest edits; emails to DG re inquiries from Davida Luehrs & Diana Amsbaugh; suggested Registration form be updated with meal info, Friday info, & start times on Saturday; email to ZC Vicki Davies re 2nd date for Zone meeting; start Fall Conference Excel registration list; respond to em from G. DeRosa re Quarterly Report for Zone D; send em to Wally Burrus re same for posting.

9/20 – email to DG re Zone Chair meetings; updated ZC list of meetings & contacts; received Zone Chair B, respond to ZC Pam Martinov & forward to Wally Burrus for posting; received Report for Zone Chair K, responded to V. Davies, & forward to Wally Burrus for posting.

9/21 – work on my quarterly report.

9/22 – work on my quarterly report; received confirmation from KL Darrell Sample re DG visit & location of meeting on 11/1.

9/23 – forwarded Darrell Sample em to DG.

9/24 – em from DG re Zone A meetings; em to ZC Ralph Cooper asking for dates to Zone meetings for DG's calendar.

9/26 – em to Wally Burrus forwarding Fall Conference Attendees List; em to ZC Mark Larsen re Quarterly Report for Aquia Evening Lions Club activities; emails to ZC M. Larsen about how to access District Club info in MyLion.

9/27 – respond to em from ZC C. Ettinger & forward em to Wally Burrus re posting Zone L quarterly report.

9/28 – em forwarded to Wally Burrus re: Special Needs Equipment Quarterly Report.

9/29 – update Fall Conference list; attend Zone H meeting in Woodville, VA (Culpeper '92, Culpeper Mid-Day, Madison County, Rappahannock, Warrenton, Remington not present); forward DG & IT quarterly reports to Wally Burrus for posting.

9/30 – responded to emails re Quarterly Reports & forwarded to Wally Burrus for posting on District website from Zones F & G; respond to em from FVDG Donalda Lovelace & forward her quarterly report to Wally Burrus for posting.