



**2018 Fall Board Meeting  
Executive Director's Report  
November 8, 2018**

My goal as Executive Director is to assist officers and Board members with access to information and to provide tools that will help each person be more effective in their leadership role.

**Program Development and Administration**

- The conversion of the membership database was the major focus for several months after the annual meeting. The go live date for the conversion was Monday June 25<sup>th</sup>. Leading up to that there were almost daily phone calls and/or emails between Nena, myself and the MemberClicks upgrade assistant assigned to CPFI. There were a total of 15 conference calls and 80 emails during the upgrade process. There were a few problems during the upgrade period, but by and large it went well.
- The new Vice-President, the membership committee chair, was trained how to use the new database to monitor statistics, so he is now able to run the membership report.

**Staff Relations**

- I have regularly talked (conference call) with our administrative director to discuss routine business activities.
- Nena completed a self-evaluation of her job performance. The president has conducted his own evaluation and reviewed the self-evaluation and I have reviewed both and provided comments.
- We have been blessed to have Nena's sister-in-law volunteer her time and expertise to help with many editorial projects.

**Communication with Membership**

- The monthly e-mail blasts (the Faith Script) have gone well.
- There were two editions of the journal that were published this year.
- I forgot to turn on the Google Analytics after membership database upgrade, so I have no summary of the CPFI website activity. I will provide an update for the annual meeting report.

**Budget and Finance**

- The finance committee has been monitoring the budget and has kept us up to date on progress.
- Nena's desktop computer has been or is in the process of being upgraded.

Sincerely, in His service,  
*Ron Herman*