

Organization Name

Employee Name

Month & Year

Activity Log – Month & Year

September 3, 2019

8:00 **AM/PM** – 3:00 **AM/PM**

- Month end financials – NRD/NC
- Emails with treasurer
- Create Prezi for NC/NRD Lunch and Learns
- Research 2018 stats for Prezi
- Create funding allocation for Prezi pie chart

September 4, 2019

7:30 **AM/PM** – 3:00 **AM/PM**

- LTROG housing coalition meeting – NC
- MetLife check presentation at MetLife
- Deposits
- TC with Rick Schwartz re supplies at WinnSupply - NC

September 5, 2019

8:00 **AM/PM** – 3:30 **AM/PM**

- Lunch and Learn at Miller Valentine – NRD/NC
- TC with Steve Naas of CountyCorp re Long Term Recovery – NC
- Revise Client Coordinator position description – NRD/NC
- Update board meeting dates
- Work on FHLB reimbursements – NC

September 6, 2019

9:00 **AM/PM** – 2:00 **AM/PM**

- Review disaster recovery materials from FEMA – NC
- TCs re disaster recovery processes - NC
- Work on MCFE month end – NC
- Work on DRP projects - NC

September 9, 2019

8:00 **AM/PM** – 4:00 **AM/PM**

- LTROG Monthly Meeting @ CAP – NC
- Shoot WPCU Sunshine Community Fund video
- Work on MDU NRD grant
- Prep for Exec Committee meeting
- Work on WDDF proposal – NC/NRD