

June 11, 2008

Terri-

As I am now one month into my contracted assignment, I typically provide an update on progress made to the director to whom I report. It is to this end that I record the following.

You should have a copy of my letter of agreement on file. I believe this letter was approved by the board. As this document is referenced throughout this communication, please let me know if you need another copy and I will provide that to you.

This has been my experience since the onset of this project:

I had requested a working PC with microsoft office applications, internet connection and telephone accessibility. The computer that I felt would be most appropriate as it was in a well lit area with the most vacated storage space, telephone access and seemed to have pertinent files conveniently located, was discovered to have only internet access, no word, excel functions or the ability to download pdfs and obviously no printer. I was told that this was the work station that the previous event planning volunteer was using. I don't see how this is possible.

The other computer in that area had no phone accessibility, so instead I moved to the work station at the front reception area. I double checked that all office software functions were available. There was a quality printer networked, easy access to a telephone and fax machine. However, this computer consistently presents error messages when working in any environment - internet or office. Even when "do not display this again" is checked, it repeatedly presents error messages from several different programs. In addition, both internet applications (mozilla & explorer) consistently produce "fatal error" messages and have to immediately be exited - even while in use, mid keystroke, as it were.

The web designer did have my kimberly@mpnwi.com email address set up as per my request, however, the microsoft outlook on the computer is not set up to use that as an outgoing address and therefore any electronic information (press releases, prospecting requests, e-troductions to contacts) would have to be from my personal email address. While this is technically possible, it poses some real concerns.

- 1) due to the domain of my email, it can "spam out" to some servers unless set as known sender.
- 2) it does not lend itself to a professional or credible image
- 3) personal and work emails are then comingled and take substantially more time to respond to and sort through

Since emailing the National Missing Children's Day press release was not an option at this point, I decided to fax it to all media contacts on a list found on the computer. It was updated September 2007 and was well organized by media outlet.

The fax machine is very, very slow and had problems connecting on several occasions. Several times through that process, I was literally going back and forth between resending faxes and restarting the computer after sending the error reports. It was very time consumptive and not a good use of my time, considering the task before me.

While doing this word/pdf based computer work, the printer ran out of paper. There was no more paper in the office to be found. Jay had began an office supplies needs list my first day, but had not had time to fulfill it. I contacted the treasurer to get a check and pick up the supplies needed to print and organize myself. An adequate supply of basic office items was also specifically enumerated in my letter of agreement.