

1. Tasks completed
  - a. Bank account application completed
  - b. Handoff meeting with Rey Arellano
  - c. City of Austin vendor registration partially complete
  - d. P.O Box rented
  - e. Visit Houston facility
  - f. Met with Stephanie Hayden and Vella Karman with Austin Public Health
  - g. Bank account signature cards finalized
  - h. Finalized agenda for March 8 board meeting
  - i. Contacted Philander Moore with TX Health & Human Services Commission regarding state funds
  - j. Workers Comp insurance waiver approved at Special meeting
  - k. Attended training for COA CIODM system
  - l. Approval of floor plans for new facility
  - m. Scheduled Search committee meeting
2. Tasks in progress
  - a. Reviewing applications for search consultants
  - b. Building budget for FY18
  - c. Invoice form to present to City
  - d. Domain Name Search
    - i. Austin Sobriety Center
    - ii. Sobriety Austin
  - e. Completing all required fields for COA CIODM
3. Pending tasks
  - a. Work with COA (Joe Silva) on posting information on COA website
  - b. Work with Travis County on posting
  - c. D & O Insurance application – on hold
  - d. 501©3 application
  - e. QuickBooks for Non Profits
    - i. Build chart of accounts
  - f. Office 365
  - g. Set up email
  - h. Schedule visit to San Antonio facility
  - i. Look into phone service