

NR_key_name: 35C8561C05E6948C85256251006807FC
SendTo: CN=Tracy Shycoff/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Valerie Trzaska-Sails/O=ARRB
DisplayFromDomain:
DisplayDate: 10/10/1995
DisplayDate_Time: 3:20:41 PM
ComposedDate: 10/10/1995
ComposedDate_Time: 2:56:18 PM
Subject: Admin Meeting on Oct. 5, 1995

Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories:

Re: In the October 5, 1995 Admin Meeting you asked for a checklist for duties that may need to be taken care of on an everyday basis, or prior to a board meeting. MEMORANDUM The following is a list of duties that need backup in my absence. The only duty that needs backup on an everyday basis is the server backup tape. The backup tapes are located in my office in the bookcase. The tapes are labeled for each day of the week. Each morning the tape should be changed with the tape for the day. The tape is inserted into the tape drive in the server located in Chet's office. If you would like to assign someone as my backup, I would be happy to show them the process. The following is a list of things that I do before each board meeting. a) Order or buy supplies for meeting. i.e. Cups (hot & cold), sugar, sweet and low, notepads and any other supplies we may need. b) Order lunches from caterer. The caterer information can be found in my vendor files located in my office. I usually order from Wall Street Deli. c) Travel authorizations. That is all I can think of for now. Val