

Director's Report March 2018

The JCATA Mini-Grant materials were updated for the new year and sent out to all members. I have distributed several other copies of the application materials to three non-member businesses after receiving email requests.

I received a request for a 75% payment of a 2017 JCATA Mini Grant and sent a check for \$375.00

I've met with RCS Computer Solutions. They are designing a website that will have a feature page for each of our members. They have designed a template page to use for this so that I can easily update membership information on my own as our membership fluctuates. We are working to keep "clicks" to access members information to fewer than five.

We have received the \$3000.00 check for our IEDA Grant and that check has been deposited.

The payroll is up-to-date and all relevant documents are on files.

All bills have been paid and the appropriate paperwork has been filed. Ellen Frantzen, the JCAT A Secretary/Treasurer, has received all Checks Written Forms and deposit information prepared to date.

I have worked 580 hours or 58% of 1000 hours.

The JCATA payroll is up-to-date.

