

## **8. ADMINISTRATION:**

- Supervised 7 Staff Persons.
- Met daily with program staff.
- Held weekly and monthly staff meetings.
- Kept records for all programs.
- Dispensed funds for all programs.
- Submitted Monthly Expense Reports to Soaring Unlimited treasurer.
- Wrote quarterly Soaring Unlimited Newsletter.
- Sent Thank You Notes for items sent to Haiti.
- Supervised Children's Resource Room.
- Solicited program supplies and equipment.
- Packed and shipped about 2 tons of cargo to Haiti..
- Arranged twice weekly pick up of mail and cargo at airport.
- Attended scheduled Soaring Unlimited Board Meetings.
- Sent Christmas cards to all donors.
- Sent letters to all Mission Committee chairpersons on mailing list.
- Wrote Soaring Unlimited Annual Program Report
- Prepared School Report
- Prepared 990 report for IRS.
- Prepared new exhibit photos.
- Did several Soaring Unlimited presentations at various churches and groups