

FCC Manager Report February 20, 2008

I started on the job on Monday January 28th.

I spent a lot of time organizing the FCC electronic data files and Outlook email lists.

I then started emailing (and “snail mailing”) community council agendas and documents as they were emailed into the FCC office.

Just this Monday I learned the basics of the system that is in place to update the FCC website. I made a few changes to the site and will make many more soon.

Our tenants moved out and I have been able to use the extra space to start “organizing the piles” of information that reside here in the office.

I was able to recycle a lot of old documents.

We have been able to get most of the reports completed on the 2007 and 2008 State grants and will be working the next few days to get the rest completed.

Thank you for all the help you’ve given me as I try to get up to speed on FCC issues!

Mark Butler
FCC Manager