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# AMIGOS

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Wyoming Library Association

**ASSOCIATION MANAGEMENT REPORT TO THE WLA BOARD**

February 8th 2022

Activities and assistance provided since last board meeting:

- Cleaned up WLA contact list. Archived 76 contacts who were inactive for 3 years or more.
- Met with WLA Conference Chair Elizabeth Albin, Feb 1 to discuss Amigos event services
- Sent Elizabeth code of conduct policy suggestions
- Sent Elizabeth vendor lists from 2019-2021
- Sent Elizabeth attendee and vendor registration forms from 2019
- Researched customizing member renewal email
- Assisted members with renewals and invoice updates

Ongoing processing January 2022:

General Inquiries: 14

Financial Processing: 42

Membership Assistance: 100

Event Support: 3

Reports Run: 2