

Board Member To Do List - 14 Days

Saturday, January 5, 2019

Due Date	Task	Status	Item	Process
12/5/2018	Division coordinator review of player lists	In-Progress	0003	Admin
Past Due		<i>List given to each coordinator, awaiting feedback</i>		
12/15/2018	Assign roles to members without a role	In-Progress	0006	Admin
Past Due	Borga, S/Medina, M./Rojas, J.			
12/15/2018	Appoint Opening Day Parade Coordinator	In-Progress	0007	Admin
Past Due	Medina, M.			
12/15/2018	Appoint Parent's Night Coordinator	In-Progress	0009	Admin
Past Due	Medina, M.			
12/15/2018	Appoint Coach Training Coordinator	In-Progress	0012	Admin
Past Due	Medina, M.			
12/15/2018	Review EYL Medical Form	In-Progress	3400	Safety
Past Due	Acton, C.			
12/15/2018	Review online safety questions	In-Progress	3401	Safety
Past Due	Acton, C.			
12/27/2018	Schedule board members to work registration	In-Progress	1012	Registration
Past Due	Medina, M.			
1/1/2019	Order staff shirts	In-Progress	3201	Uniforms
Past Due	Abbate, R.	<i>collecting sizes</i>		
1/1/2019	Mail out sponsor letter	In-Progress	4001	Fund
Past Due	Abbate, R.	<i>delayed</i>		
1/2/2019	Distribute Flyers to Schools	In-Progress	1010	Registration
Past Due	Medina, M./Ruda, N	<i>Manny to request schools do their own printing</i>		
1/3/2019	Send registration text	In-Progress	1014	Registration
Past Due	Abbate, R.	<i>This will be done for Regis #3</i>		
1/4/2019	Close Wells Fargo accounts	In-Progress	0043	Fin
Past Due	Abbate, R.	<i>need to send letter to bank</i>		
1/8/2019	Attend Board Meeting 1/8	Pending	0024	Meeting
	Abbate, R./Acton, C./Alvarez, V./Borga, S/Cardona, J/Cardozo, E./Dimino, Y/Duran, R./Farinha, M./Flores, J./Garcia, S./Guardarrama, F/Heredia, E./Labrador, J./Llano, J./Medina, M./Ramos, R/Rojas, J./Ruda, N/Salermo, M./Sosa, R.			

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Due Date	Task	Status	Item	Process
1/9/2019	Registration @ Racquet Club Abbate, R./Acton, C./Borga, S/Dimino, Y/Farinha, M./Guardarrama, F/Llano, J./Medina, M./Rojas, J./Ruda, N	Pending	1103	Registration
1/13/2019	Registration @ Hanratty Abbate, R./Dimino, Y/Medina, M./Ruda, N	Pending	1104	Registration
1/15/2019	Assign EBOD coordinator Medina, M.	In-Progress	0008	Admin
1/15/2019	Prepare Tax Return Dimino, Y	In-Progress	0044	Fin
1/15/2019	Prepare equipment for ratings, order softee balls Sosa, R.	Pending	2003	Ratings
1/15/2019	Recruit Managers for Rookies Guardarrama, F	Pending	2503	Teams
1/15/2019	Recruit Managers for Minors Ramos, R	Pending	2504	Teams
1/15/2019	Recruit Managers for Majors Labrador, J.	Pending	2505	Teams
1/15/2019	Recruit Managers for Ponytails Rojas, J.	Pending	2507	Teams
1/15/2019	Recruit Managers for Middle School Farinha, M.	Pending	2508	Teams
1/15/2019	Schedule Coaches clinic Medina, M.	Pending	3101	Training
1/15/2019	Select uniform style for each division Abbate, R./Medina, M./Rojas, J.	Pending	3202	Uniforms
1/15/2019	Schedule Rutgers Safety training Acton, C.	Pending	3411	Safety
1/16/2019	Registration @ Racquet Club Abbate, R./Acton, C./Borga, S/Dimino, Y/Farinha, M./Guardarrama, F/Llano, J./Medina, M./Rojas, J.	Pending	1105	Registration