

Administrative Resources

Much of the behind-the-scenes administrative work of the College is ably handled by ELI. Should Fellows have questions regarding payments, CLE, corrections to a web page or their database information, etc., they should feel free to contact either Kimi Anderson (Anderson@eli.org) or Colin Gipson-Tansil (Gipson-Tansil@eli.org) for assistance as set forth in the following table:

ELI Support for ACOEL

General Support

Respond to emails from members and officers	Kimi
Answer routine queries about annual meeting	Kimi
Prepare proof of attendance letters for CLE	Kimi
Create blog schedule for the year	Kimi
Send reminders to bloggers	Kimi

Member Support

Prepare dues renewal invoices; track, collect and record payments	Kimi
Send welcome email to new members	Kimi
Collect and post annual meeting payments	Kimi
Track registration by individual and activity	Kimi
Liaison with event planner	Kimi

General Website Support

Post final blogs to website and social media	Colin
Maintain Committee subsection	Colin
Update Officers/Board of Regents	Colin
Member updates to web page/set up new members	Colin
Set up annual meeting registration Site on website	Colin
Link to ELI website for credit card payments	Colin
Upload photos/video/powerpoints to website from Annual meeting	Colin
Monthly Web Committee Call	Colin
Post Press Release for new officers/Board of Regents	Colin
Post Press Release for new members	Colin
Create Surveys for input into Survey Monkey (Cte pulls data)	Colin

Monthly Financial Support

Record and deposit funds received	Loretta
Routine Invoice payments	Loretta
Monthly journal entries and bank reconciliation	Loretta
Quarterly financial reports	Loretta

Financial Support for Annual Meeting

Record and track registration payments	Loretta
Review invoices and pay vendors related to annual meeting	Loretta
Prepare reports as needed (registration/post-meeting financial reports)	Loretta

Budget Development

Prepare draft budget for Treasurer	Loretta
Provide comparative data for prior years	Loretta

IRS Form 990 and Delaware Franchise Tax Returns

Loretta

ACOEL's agreement and budget with ELI does not support the following activities:

Facilitate review/approval process for blogs	ACOEL Cte
Pull Data from Survey Monkey Results	ACOEL Cte

Annual Meeting

Handle hotel reservations	Event Planner
Handle hotel cancelations; process refund requests	Event Planner