

**Report of Awards
Report to the Board
12/8/2018**

Colleen Wade resigned as ROA Coordinator on September 30th. I volunteered to take over the job duties until such a time as a replacement could be named. I picked up the supplies from Colleen on October 2nd and have processed all the reports received since that time.

I have noticed a few issues that I believe should be addressed. Errors and omissions on the reports being submitted are being encountered. While these omissions (mostly the lack of boxes checked and signatures) do not alter the recording of the wins, they are an indication of a lack of attention on the part of the show chairs and judges. I have discussed this issue with Linda Colville who will address it with the judges. This may include some training on the completion of the Report of Award by judges. I would also suggest an article in Memo addressing who is responsible for the completion of specific sections on the reports.

I have also noticed that the current procedures for the job are a bit out of date and need some updates and inclusion of additional steps. I intend to update these procedures in the next few weeks and should have that completed by the board meeting. It looks like the current job description listed on the website is up to date.

Shortly before Colleen resigned the laser printer that she was using died. A new laser printer/additional toner/and supplies were purchased. I now have the printer and supplies. Whoever is appointed as the new coordinator will have the printer and supplies shipped to him/her.

D. Lowell