

EXECUTIVE DIRECTOR UPDATE
December 2009

Key Activities

Agency Contacts:

COACH (Homeless group)	Dec, 7
UW Community Needs Assess.	Dec. 1, 16
Community Read Committee	Dec. 1
CEO Chat	Dec. 7
PJC Awards Dinner	Dec. 10
Lit. Coalition – Workforce Team	Dec. 14

Office Operations:

Meetings with Capstone students	Dec. 8, 10
Meeting on Google Adwords grant	Dec. 18

Presentations:

Farnham staff	Dec. 11
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Activities:

Board Committees: Scrabble Auction	Dec. 15
Annual Breakfast	Dec. 4
Holiday Social	Dec. 8

Tutor/Learner Report:

26 ABE Active Pairs
4 ESL Active Pairs
2 pairs ended (1 learner left, 1 passed away)
1 hard to place (ARISE / OI) on Waiting List
4 waiting
10 pairs Pending
4 TABE tests
0 Best Plus tests
1 Tutor Training – Basic/ELL (for Even Start educators)