Area 1 Vice Director Report  
  
1. Set up email group for Area 1 Membership Chairs - confirm names & addresses with clubs and send test email by Jan 16.  
  
2. Set up monthly visits (face to face, telephone, skype) with Area 1 Director.  
  
3. Set calendar for club/membership chair visits by Jan 31.  
  
4. Consult with Lt. Gov. on updating membership manual by Jan. 16.  
  
Andrea Hovey  
Area 1 Vice Director