

***2004 Accomplishments
River Management Society***

Office Staff

- Developed new website content and provided database management
- Completed publications, registration, onsite staff and final registration accounting for 2004 symposium
- Processed new members and renewals from symposium (47)
- Conducted nominations and produced annual RMS awards
- Produced 2004-2005 Membership Directory
- Conducted annual Membership Renewal Survey (Feb)
- Printed Winter, Spring, Summer and Fall RMS newsletters
- Supervised Intern program: completed listserve archive on web, draft office manual
- Performed administrative assistance including: bulk mailings, website database maintenance, symposium evaluation database entry and summary, processing new members, database management (converting to title case)
- Produced proceedings from 2004 Symposium (Oct)
- Supported and processed payment for 2004 River Ranger Rendezvous
- Shipped RMS display to RMS Symposium (CA), SE Restoration (NC)
- Designed RMS cookbook
- Organized fall Board meeting
- Moderated listserve
- Created RMS Scholarship summary

Committees

- Developed 2004 Work Plan
- Awarded 7th annual RMS awards
- Awarded 9 RMS scholarships (almost \$5000)
- Held 2004 Symposium
- Continued Web Page development
- Completed river etiquette bumper stickers
- Completed hang tag project in coordination with Leave No Trace
- Conducted advance planning for 2005 Interagency workshop
- Conducted advance planning for 2006 RMS Symposium
- Added to online merchandise on website
- Completed cookbook

Board

- Held Annual Fall Board Meeting (October 10-13, Flathead Lake)
- Developed job description for Financial advisor (need others as well)
- Acted as administrative organization for New River WSR study
- Conducted annual Board evaluation survey (Oct) and Board meeting evaluation (Oct)
- Met via monthly conference calls
- Held May monthly meeting in Tahoe, CA