

# **GENERAL MANAGER'S REPORT**

**February 2016**

## **COMMUNITY TOPICS**

### **1. Finances –**

Net operating expenses were approximately \$165,000 under budget for the year. This is an unaudited figure.

The auditors will be onsite the first week of February, and a draft report will be presented to the Audit Advisory Committee in March.

In addition, in March, the Budget and Finance Advisory Committee will make a recommendation to the Leisure World Community Corporation Board of Directors on the disposition of the final surplus.

Management is targeting the week of February 15<sup>th</sup> for the publication of the January 2016 statements.

Management estimates a surplus of \$8,000-10,000 year to date.

### **2. February Meetings –**

\*Executive Committee regular meeting, Friday 2/19 @ 9:00 Sullivan Room

\*LWCC Board meeting, Monday 2/29 @ 9:30 Montgomery Room

### **3. State of the Community Report –** The 2016 report is posted to LWMC.COM and will be published in the LW News.

## **LEISURE WORLD OF MARYLAND CORPORATION**

### **1. New Resident Orientation –**

The New Resident Orientation that was scheduled for Thursday, January 28<sup>th</sup>, has been re-scheduled for February 18, at 3:00 p.m. in the Ballroom of Clubhouse I. The following individuals will attend and be available to answer residents' questions:

Kevin Flannery, General Manager  
Jolene King, Assistant General Manager

Tim Coursen, Assistant General Manager  
 Dee Martynuska, Director, Education & Recreation  
 Alex Lively, Golf Professional  
 Sam Ellis, Motivational Fitness  
 MedStar Representative  
 Richard Schultz, Director, Security & Transportation  
 Dr. Carmen DeVries, General Dentist/Owner, Dental Office at Leisure World  
 Medical Center

**2. Email Service – See attached.**

**3. Senior Editor – Recruitment for the Senior Editor position at Leisure World News has concluded. An offer of employment was made and has been accepted by Maureen Freeman. Her start date is Monday, February 22<sup>nd</sup>.**

Ms. Freeman has extensive experience in the field of journalism. Early in her career she served as an editor, reporter and photographer at local newspapers. She has also been a teacher/trainer in the Montgomery County Public Schools system and at the Newseum. Most recently, she was region manager for The News Literacy Project where she oversaw educational programs and recruited professional journalists for classroom presentations at schools in Washington, D.C., Maryland and Virginia. Ms. Freeman holds a B.A. in English from the College of Holy Cross in Worcester, Mass.

**4. NEW HIRES –**

<u>NAME</u>	<u>Title</u>	<u>DOH</u>
Moorer, Rita	Trust Assistant	1/26/2016
Fuller, Lois	Receptionist, E&R	1/29/2016
Brooks, Melinia	Security/Gate Guard	12/21/2015
Ramsey, Emily	Security/Gate Guard	2/1/2016
Swift, Christopher	Security/Gate Guard	2/1/2016
Freeman, Maureen	Senior Editor	2/22/2016

**DEPARTURE(S)**

<u>NAME</u>	<u>Title</u>	<u>DOT</u>
Henson, Ann	Resale Administrator	12/31/2015
Shanahan, Marjorie	Receptionist	1/16/2016
Coleman, Neal	Assistant Carpenter	1/13/2016
Flynn, John	Security/Gate Guard	1/7/2016

February 5, 2016

Dear Fellow Colleague:

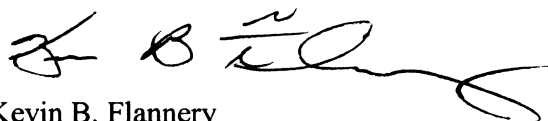
Towards the end of last year, I announced that Leisure World had selected the Microsoft Office 365 system as an upgrade to our current email system and Microsoft Office software. Today, I'm excited to let everyone know that a date has been picked for our conversion to the new system and IT is actively working on preparing for the transition. Because this is a major upgrade we want everyone to know what to expect so that disruptions can be minimized.

At 5:30PM on Friday, February 26<sup>th</sup> the conversion process will start. At this time, you will no longer be able to use Outlook on your computer, access email from your smartphone, or use Outlook Web Access. Although email will be unavailable to staff, any messages that are sent to you during this time will be delivered to your inbox when the conversion is complete.

From Friday evening through Sunday evening, IT will be moving your existing email, calendar, and contacts from our server to Office 365. This means that you will not lose any Outlook data due to the conversion. Any email messages sent to you over this weekend will also be accepted by the system. Over the course of the weekend IT will also be working with key personnel to get them connected to Office 365. Additional details on who will be part of this group will be shared shortly.

On Monday, February 29<sup>th</sup> IT will continue working with the remainder of Leisure World staff to upgrade their Microsoft Office and connect them to our new email system. Until IT is able to visit your desk Outlook will not work on your computer, but you will be able to temporarily access email via your web browser. Specific instructions on how to access email during the transition will be provided as we get closer to the conversion. While, this will create some inconveniences it is a process that the organization will only need to go through once and future upgrades will be seamless.

As the migration date approaches, I will be sharing additional information to keep everyone informed of the process and what to expect. In the meantime, if you have any specific questions about this process, please contact IT at 301-598-1041 or [IT@lwmc.com](mailto:IT@lwmc.com).



Kevin B. Flannery  
General Manager