

ALARA Inc	*None		
23.7.10	Administration	2.50	10 days @ 15 mins Manage inbox- read & respond to emails
23.7.10	Administration	2.00	Record and pay supplier invoices
23.7.10	Administration	0.50	Email members Life Membership forms
23.7.10	Administration	0.25	Read & interpret new membership fee offerings
23.7.10	Administration	0.25	Prepare new invoice templates
23.7.10	Administration	0.25	Upload photo for member
23.7.10	Administration	0.25	Respond to Newsletter notice request re vacancy
23.7.10	Administration	0.50	Read and followup AusAid Grant paperwork
23.7.10	Administration	0.25	Follow up IDS grant funds
	Total	6.75	
22.7.10	ALARA Membership	0.75	Process 1 new member
23.7.10	World Congress Services	5.00	Process 20 WC registrations (total processed 144)
23.7.10	World Congress Services	0.50	Discussion with Mish re. presenter follow-up and Rob Nabben's list
23.7.10	World Congress Services	0.25	Prepare WC fortnightly report & email
23.7.10	World Congress Services	0.25	Discuss group pricing with Jacques/ Respond to group price query for WC
20/07/2010	World Congress Services	1.00	Respond to group price query for WC
	Total	7.00	