

# DSS Task List – Steve Kiesling

## **Current tasks:**

### **PA System Operation**

during meetings; see separate set-up document for details

### **Meeting Equipment Storage & Maintenance**

clean, store, repair or replace as needed

### **Club Archives**

storage for historic documents and materials

### **Freebie Event**

collect, save, & sort items for winter meetings

### **Liason between DSS and Livonia Senior Center**

serve as acting club representative/contact person – make rental date requests, make rent payments, sign legal documents and paperwork, etc.

### **Proofread Monthly Club Newsletters**

## **Completed tasks:**

### **Update DSS Lending Library**

Add/remove/repair items as appropriate (last update will be summer 2024)

### **DSS Member Handbook updates**

Last update was September '23; documents posted on club website

May, 2024