BQLT Time Sheet (5/28 - 6/10)						
Staff Name: Domica Roberts						
Period Start: May 28, 2019						
Date	**Time In**	**Break Start**	**Break End**	**Time Out**	**Total hours**	**What I did**
Tuesday (5/28)	1:00 PM			8:45 PM	7.75	reviewed voicemail; updated bqlt docs on drive; mtg w/ Irene; assisted Irene w/ DEP info collection for records; scheduled site visit with DEP for Heaven's Gate; updated bqlt website w/ event posts; updated website 'our team' page info; communication comm mtg (2.25 hrs)
Wednesday (5/29)					1	phone mtg w/ Kofi on Vital Bklyn systems status, greenthumb registration, ops mtg; follow up w/ communications committee via email; correspondence w/ gardeners on greenthumb open garden day + ops mtg attendance;
Thursday (5/30)	1:00 PM			6:00 PM	5	reconfirmed change in date for 1100 bergen concert; reconfirmed w/ Irene on band info for event; sent reminder to reps for attendance at operations mtg + notice about registration for greenthumb; gathered reimbursable expenses for water turn on for financial records + sent to eling; updated bqlt calendar w/ event changes; followed up w/ trees ny for tree care workshops; updated bqlt docs in drive;
Friday (5/31)						
Saturday (6/1)						
Sunday (6/2)						
Monday (6/3)	7:30 PM			9:00 PM	1.5	events comm call
Tuesday (6/4)	11:30 AM			7:00 PM	7.5	updated BQLT events listing on website; correspondence w/ several gardeners; reviewed voicemail and responded/forwarded as needed; updated social media; updated tracking docs for membership drives via classon & northside; scheduled united herkimer mtg; follow up on emails; updated bqlt calendar
Wednesday (6/5)					2	(out of office) update phone call w/ United Herkimer; updated bqlt docs; updated membership drive folder for Herkimer

Thursday (6/6)	1:00 PM			9:00 PM	8	troubleshooting w/ Kofi on water system issues; reviewed and responded to emails; listened and forwarded/responded to voicemails; updated bqlt calendar; updated event listings on bqlt website; brief mtg w/ Princess to discuss GT registration and hand over new license agreement + GT registration app; brief mtg w/ Irene; attended and reported at board mtg
Friday (6/7)						
Saturday (6/8)						
Sunday (6/9)						
Monday (6/10)					2	(out of office) confirmed appointment w/ DEP for 6/11; confirmed w/ gardeners appointments for 6/11; coordinated JTB garden access w/ Kofi for 6/11; phone mtg w/ Kofi on ops needs & water issues;
					34.75	
Staff Signature: *Domica Roberts*						
Supervisor Signature:						