

# Annual Secretary Report

# 2017-2018

**GOALS AND OBJECTIVES:**

1. Record and distribute the minutes of the executive board meetings.
2. Record and distribute the minutes of the general membership meetings
3. Complete the minutes within a one-week period after the meetings.
4. Submit minutes to the webmaster for posting on the website.
5. Submit appropriate materials to the Secretary’s Manual/Binder and archives.

**ACCOMPLISHMENTS:**

1. Recorded and submitted the minutes for the Executive Board meetings:
   * August 2, 2017
   * November 8, 2017
   * March 8, 2018
   * May 23, 2018
2. Recorded and submitted the minutes for the General Business Meetings:

* September 14, 2017
* November 16, 2017
* March 15, 2018
* June 7, 2018

1. Prepared Secretary’s report for Executive Board and General Business Meetings.

Respectfully submitted,

JoAnn Krzeminski

August 2, 2018