

# Annual Secretary Report

# 2019-2020

**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 MDMLG Archives.

**ACCOMPLISHMENTS:**

1. Recorded and submitted the minutes for the Executive Board meetings:
	* August 21, 2019
	* October16, 2019
	* January 29, 2020
	* May 28, 2019
2. Recorded and submitted the minutes for the General Business Meetings:
* September 5, 2019
* November 14, 2019
* April 2, 2019
* June 4, 2019
1. Prepared Secretary’s report for Executive Board and General Business Meetings.

Respectfully submitted,

Brianna Andre

July 1, 2020