

# Annual Secretary Report

# 2020-2021

**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 5, 2020
   * November 3, 2020
   * March 3, 2021
   * May 5, 2021
2. Recorded and submitted the minutes for the General Business Meetings:

* October 13, 2020
* February 12, 2021
* March 25, 2021
* June 3, 2021 (upcoming)

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

Respectfully submitted,

Brianna Andre

May 12, 2021