

# Annual Secretary Report

# 2021-2022

**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:
	* November 3, 2021
	* May 10, 2022
	* I was on maternity leave for the August meeting, and unable to attend the Jan. 26th meeting.
2. Recorded and submitted the minutes for the General Business Meetings:
* September 16, 2021
* February 10, 2022
* June 2, 2022
* The Spring meeting was replaced by Bylaws approval meetings, per the president.
1. Prepared Secretary’s report for Executive Board and General Business Meetings.

Respectfully submitted,

Brianna Andre

June 6, 2022