

# Annual Secretary Report

# 2015-2016

**GOALS AND OBJECTIVES:**

1. Record the minutes of the executive board meetings and distribute appropriately.
2. Record the minutes of the general membership meetings and distribute appropriately.
3. Complete the minutes within a one-week period following the meetings.
4. Submit minutes to the webmaster for posting on the website.
5. Make a copy of each meeting’s minutes to deliver to MDMLG Archives at end of year.
6. Email meeting announcements.
7. Develop and maintain a Secretary’s Manual / Binder.

**ACCOMPLISHMENTS:**

1. Recorded and submitted the minutes for the Executive Board meetings:
   * August 5, 2015
   * November 4, 2015
   * May 4, 2016
2. Accepted Stephanie Swanberg’s offer to record the minutes for the rescheduled February 24, 2016 Executive Board meeting in my stead.
3. Recorded and submitted the minutes for the General Business Meetings:
   * October 8, 2015
   * November 19, 2015
   * March 3, 2016
4. Prepared Secretary’s report for Executive Board and General Business Meetings.
5. Provided my signature as MDMLG Secretary to add Andrea Rogers-Snyr to the MDMLG bank account.
6. Developed the 2015-2016 Secretary’s Binder.
7. Prepared copies of each meeting’s minutes for the MDMLG Archives.

Respectfully submitted,

Emily Ginier, Secretary

June 2, 2016