

# Annual Secretary Report

# 2016-2017

**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 10, 2016
	* November 2, 2016
	* March 8, 2017
	* May 25, 2017
2. Recorded and submitted the minutes for the General Business Meetings:
	* September 15, 2016
	* April 13, 2017
3. Thanked Stephanie Swanberg for recording the minutes of the December 1, 2016 General Business meeting in my stead.
4. Prepared Secretary’s report for Executive Board and General Business Meetings.
5. Developed the 2016-2017 Secretary’s Binder.
6. Prepared the meeting minutes for submission to the MDMLG Archives.

Respectfully submitted,

Emily Ginier, Secretary

June 7, 2017