

**Secretary Annual Report 2015**  
**Kathy Friedman**

In serving the first year of my two year term, the following tasks were completed.

- Recorded, reviewed, and distributed minutes for each board meeting and the business meetings at the general membership meetings.
- Sent notices the board members regarding board meetings, and requests for agenda items and talking points.
- Provided information to board members monthly including the board agenda, talking points, directions and past minutes.
- Kept the official records of the branch
- Maintained the 501.c.3 notebook and branch seal
- Provided information as needed to other board members from past records.

**Comment:**

Occasionally I have had to consult the past minutes to clarify the exact wording of a motion, and I have learned that that wording is very important. When a motion is made, it is often repeated by the president or another board member. I believe that the secretary also should take the time to read each motion aloud as written, so that the exact wording can be clear to all.