

## Secretary Annual Report 2018

In serving the last year of my second 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, 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.
- Edited our Bylaws to include the changes mandated by National.
- Made revisions to our bylaws that were determined by our Board of Directors.

Katherine Friedman