

ANNUAL REPORT, 2018-2019 – Secretary/Bylaws

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 approved minutes to the person responsible for updating the website to post on the website.
- Sent notices to the board members regarding board meetings.
- 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.
- Updated the Working Rules to reflect changes approved by the board regarding description of duties of VP Development.
- Ensured all board members sign annually a conflict of interest form and retained the forms in files.
- Sent acknowledgements of donations as instructed by the Membership Treasurer.

Respectfully submitted,

Ruth Sheets, Secretary/Bylaws