

My activities since the October National Board Meeting follow:

- Prepared minutes for the October 19, 2023 Board Meeting.
- Participated in Orientation training of the incoming National Board.
- Scheduled and provided support for the GoToMeeting virtual conferencing application.
 - Executive and National Board Meetings
 - Committee work sessions and meetings.
- Prepared minutes for the January 24, 2024 virtual Board Meeting
- Processed four electronic motions.
- Participated in Executive Board meetings, as needed..
- Provided advice and counsel to Board members, as needed.
- Prepared and distributed January Consent Calendar.
- Collated quarterly Committee and Board reports for submission to webmaster.
- Managed Mailchimp email distribution
 - Created and distributed AVVA Flash Notices..
 - Created lists, by Region, of members with no email address.,
 - Updated/added member email addresses to Mailchimp audience files.
- Participated in work session to review and update the Strategic Plan.
- Participated in work session to update the Spousal and Survivor Benefits brochure.

I am currently preparing for the April 18th Board meeting. These activities include:

- Organized and distributed pre-meeting material for Board review.
- Collecting, organizing, and printing documents for Board meeting packets.
- Collecting, organizing, and printing documents for Board orientation.

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