



Together Always

OCTOBER 2017 – SECRETARY’S REPORT

Although my candidacy was unopposed, I am nonetheless thankful to all who cast their vote for me as National Secretary. Since assuming this office, I have been very busy learning the job. I am especially grateful to my predecessor, Joanna Henshaw, and to President Sharon Hobbs for their guidance during this time.

My initial tasks were recording minutes for the August BOD meeting, producing Board and Committee directories, and ordering badges and business cards for incoming committee chairs and board members. I have also been learning administrative processes associated with GoToMeeting conferencing and the Mail Chimp email marketing tool.

Preparing for the October Board Meeting has been consuming most of my time.

Related activities included:

- Soliciting, collecting and logging quarterly reports from the Board and each Committee Chair. These were reformatted and submitted to the Webmaster for uploading onto the AVVA website.
- Collecting and organizing presenter material for the BOD orientation.
- Preparing material for my own segments of the BOD orientation (E-motions, Board and Committee reports, Disciplinary Procedures).
- Collecting and organizing documents for meeting packets.
- Online distribution of pre-meeting documentation (PAP proposals, drafts of meeting minutes).

I will arrive in Silver Spring on Tuesday evening, October 17th. The next day, Wednesday, October 18th will be used to print and compile meeting packets for Thursday’s Board meeting. Wednesday, I will also attend my first Officer’s meeting.

This forthcoming Board meeting might be said to be my official coming out. As I work toward becoming a fully productive member of AVVA’s leadership team, I know that I can count on each of you for support.

With Appreciation,
Nina Schloffel, National Secretary