



April 2019 – SECRETARY’S REPORT

My activities as National Secretary Included:

- Prepared and distributed yearly planners for the BOD and committee chairs.
- Updated and distributed Board and Committee contact lists.
- Coordinated and conducted meetings using the GoToMeeting Conference system.
- Recorded, processed and submitted electronic motions for the Board to approve between the October and April Board meetings.
- Prepared meeting packets for the October Board meeting.
- Attended the October Board meeting in Silver Spring, MD.
- Participated as AVVA advisor for October’s VVA Minority Affairs Committee.
- Participated as AVVA advisor for October’s VVA PTSD Committee.
- Prepared minutes from the October Board meeting and submitted them for publication on the AVVA website.
- Updated Motions Log to include motions passed at the October Board meeting.

In January, I traveled to Silver Spring to work on the budget for the upcoming fiscal year. While I have submitted budget requests in the past, this was the first time that I was involved in the actual budget setting process. Thanks to the National Finance Committee and my fellow AVVA officers, I understand how complex creating a fair, workable budget can be.

Along with meeting with our National Finance Committee, I also participated in the January AVVA Officers Meeting. Much of our discussion was around preparing for the National Convention in Spokane.

Since my return from Silver Spring, I have been preparing for the April Board meeting by:

- Soliciting, collecting and logging quarterly reports from the Board and each national committee.
- Formatting and submitting quarterly reports for publication on the AVVA website.
- Distributing pre-meeting documentation for Board review.
- Collecting, organizing and printing documents for meeting packets.
- Preparing and distributing meeting packets.

Thank you for your continued support.

Nina Schloffel, National Secretary