



Together Always

2017- 2019 End of Term Report, National Secretary

This was my first term as National Secretary. I am not the person that I was two years ago. That's not to say that I've come as far as I need to go, but I'm certainly not the wide-eyed novice that I was in July 2017. I've learned so much and have accomplished much more than I ever expected. However, without mentors like my predecessor, Joanna Henshaw and current AVVA board member, Nancy Rekowski, I doubt that I could've accomplished all that I did. Joanna was always there to help me with technical aspects of the job, and Nancy helped me understand that no matter what you hope to accomplish, you've got to have a plan!

I'm especially grateful to our 2017 -2019 AVVA Executive Board, President Sharon Hobbs, Treasurer Kathy Andras and my dear, now departed, friend, Vice-President Elayne Mackey. These wonderful ladies educated me in what it takes to represent and manage this organization at the highest level. It wasn't always a walk in the park. Our President, Sharon Hobbs is a taskmaster of the highest order. Sharon's razor sharp intellect and all encompassing work ethic kept us all on our toes. However, Sharon never asked more of her Executive Board than she expected of herself. Best of all, we could always count on Sharon to have our backs. Thank you, Sharon, for your support, your guidance, and your leadership. And most of all, thank you for taking this newbie under your wing.

Last, but not least, I thank Parliamentarian Barbara Miller for her patience in guiding me, and the rest of the Board, through the intricacies of parliamentary procedure. Barbara, thank you for your scholarly, yet easily understood, tutorials on Roberts' Rules of Order.

A summary of my activities for the 2017 -2019 term follows:

Administrative -

- Prepared and distributed yearly planners for the BOD and committee chairs (2018, 2019).
- Compiled, maintained and distributed personnel and emergency contact lists for the National Board and National Committees.
- Provided Board name badges and business cards, as required.
- Scheduled and, as needed, conducted online meetings using the GoToMeeting conference system.
- Processed and tracked electronic motions put before the Board.
- Managed the collection and publication of quarterly Board and Committee reports.
- Collected and distributed pre-meeting documentation to the Board for review.

- Collected, organized and printed documents for Board meeting packets.
- Prepared and distributed Board meeting packets.
- Recorded and prepared minutes for quarterly Board meetings.
- As AVVA advisor, regularly attended quarterly meetings and provided reports on discussion items and activities for the following VVA committees:
 - Minority Affairs
 - PTSD and Substance Abuse
- Prepared and managed the Secretary's yearly budget (FY 2018, 2019).
- Conducted training for National Board –
 - Processing e-motions.

2018 Leadership Conference –

- Co-ordinated and recorded planning meetings.
- Scheduled and managed coverage for AVVA office.
 - Setup office
 - Disassemble office
- Obtained AVVA Luncheon Speaker.
 - Bio
 - Pre-conference publicity
- Recorded and prepared minutes for annual meeting.
- Attended seminars -
 - Introduction to Basic Parliamentary Procedures
 - Veterans' Suicide Risk and Prevention
 - Hope for Homeless Veterans
 - Duties and responsibilities of the Secretary

2019 National Convention -

- Co-ordinated and recorded planning meetings.
- Scheduled coverage for AVVA office.
- Convention Handbook -
 - Commissioned cover design.
 - Collected and organized contents.
 - Supervised printing and delivery.

Thank you for your continued support,

Nina

Nina Schloffel, National Secretary