



April 2018 – Secretary’s Report

I continue to be very busy learning and applying new skills to my job as National Secretary. My activities 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 to the Board for approval.
- 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 National Motions Log to include motions passed at the October Board meeting.

I am currently preparing for the April Board meeting: Such entails:

- 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 individual meeting packets.

Thank you for your continued support.

Nina Schloffel
AVVA National Secretary