



NATIONAL SECRETARY'S REPORT

April 2021

As National Secretary, my activities included:

- Coordinated and conducted meetings using the GoToMeeting Conference system, as required.
- Presented, processed and recorded Electronic Motions, as required.
- Electronically distributed AVVA Flash Notices, as required.
- Provided administrative support, and participated in regular and special online Board Meetings:
 - Collated and electronically distributed documents to the board for pre-meeting review.
 - Solicited, collated and logged quarterly board and committee reports.
 - Submitted quarterly reports to the AVVA webmaster.
 - Distributed electronic meeting packets.
 - Prepared minutes for online board meetings.
 - Maintained BOD Motions Log.
- Provided administrative support, and participated in online meetings as a member of the Executive Board.
- Participated in online training seminars:
 - Adobe Sign
- Participated in Scholarship Committee meetings.
- Participated in brochure design meetings with Survivor Benefits Committee.
- Participated in virtual meetings of the VVA PTSD and Substance Abuse Committee.
- Participated in email communications with VVA Minority Affairs Committee.
- Researched cloud online resources and services.

Thank you for your continued support.

Nina Schloffel,
AVVA National Secretary