



## January, 2022 – Secretary's Report

My activities since the November 2021 National Convention follow:

- Prepared minutes for the final meeting of the 2019 – 2021 National Board.
- Prepared minutes for the 2021 National Convention.
- Prepared minutes for the AVVA Annual Meeting.
- Prepared and distributed yearly planners for the BOD and committee chairs.
- Updated and distributed Board and Committee contact lists.
- Coordinated and conducted various meetings using the GoToMeeting conferencing application.
- Prepared and distributed pre-meeting material for the November 18, 2021, Virtual Board Meeting.
- Participated in the November 18, 2021, Virtual Board meeting.
- Prepared minutes for the November 18, 2021, Virtual Board meeting.
- Prepared and distributed pre-meeting material for the January 4, 2022, Board Orientation meeting.
- Participated as a presenter at the January 4, 2022, Board Orientation meeting.
- Procured business cards for the 2021 -2023 Board and Executive Officers.
- Procured name badges for the 2021 -2023 Board and Executive Officers.
- Provided advice and counsel to new board members, as needed.

I am currently preparing for the January Board meeting. These activities include:

- Collecting, logging, and submitting quarterly Board and Committee reports for publication on the AVVA website.
- Organizing and 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