



NATIONAL SECRETARY'S REPORT

January 2021

As National Secretary, my activities through 2020 meeting 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 2020 BOD Motions Log.
- Provided administrative support, and participated in online meetings as a member of the Executive Board.
- Participated in online training seminars:
 - Committee Structure and Quarterly Reports.
 - AVVA Strategic Plan.
 - Membership Rosters.
- 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.
- Researched cloud online resources and services.
- Prepared and distributed annual Executive Board Christmas greeting and inserts.
- Provided mentoring and counsel to other members of the AVVA National Board, as needed.
- Updated and distributed Board and Committee lists.

Thank you for your continued support.

Nina Schloffel,
AVVA National Secretary