

## **National Secretary: Quarterly Report – November 2022**

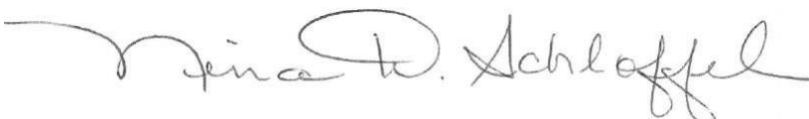
My activities for August 2022 – November 2022 included:

- Attended August National BOD meeting
- Participated in the Greenville Leadership Conference
  - Scheduled staffing and managed the AVVA office
  - Presentations at two seminars
- Prepared minutes for the August Board meeting
- Prepared minutes for the Annual Business meeting
- Processed electronic motions as needed
- Participated in executive board sessions
- Coordinated GoToMeeting conferencing sessions as needed
- Maintained AVVA Flash notice subscriber file
- Provided advice and counsel to the Board, National Committee Chairs and the general membership as needed.
- Attended California State Association Meeting
  - Gave presentation on new AVVA project, “From Heartbreak to Hope”
- Shipped Membership Applications

I am currently preparing for the November Quarterly BOD 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.
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- Collecting, organizing, and printing documents for Board meeting packet.
- Preparing BOD meeting packets.
- Participated in Planning Meeting for 2023 National Convention

Thank you for your continued support.

A handwritten signature in dark ink, reading "Nina Schloffel". The signature is fluid and cursive, with a large initial "N" and a stylized "S".

Nina Schloffel  
AVVA National Secretary