

National Secretary: Quarterly Report – July 2022

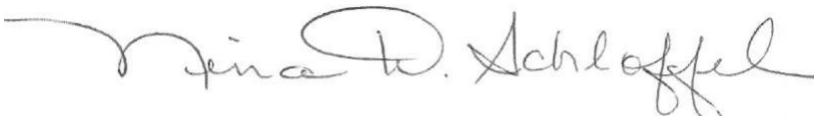
My activities for April 2022 – July 2022 included:

- Attended April National BOD meeting
- Participated in Regional Director/Strategic Planning Training
- Prepared minutes for the April board meeting
- Processed electronic motions as needed
- Participated in three executive board sessions
- Coordinated GoToMeeting conferencing sessions as needed
- Maintained AVVA Flash notice subscriber file
- Prepared and sent AVVA Flash notices as required
- Provided advice and counsel to the Board, National Committee Chairs and the general membership as needed.
- Maintained quarterly Consent Calendar.

I am currently preparing for the Biennial Leadership Conference, Quarterly BOD Meeting, and the Annual Membership 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 Meetings for August Leadership Conference
- Collecting, organizing, and printing documents for the Annual Membership Meeting in August.

Thank you for your continued support.

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

Nina Schloffel
AVVA National Secretary