



NATIONAL SECRETARY'S REPORT

October 1, 2020⁹

As National Secretary, my activities since the April board meeting included:

- Coordinated and conducted meetings using the GoToMeeting Conference system, as required.
- Processed and recorded four Electronic Motions.
- Electronically distributed AVVA Flash Notices, as required.
- Provided administrative support, and participated in four 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 the online board meetings.
- Participated in online training seminar: Committee Structure and Quarterly Reports.

I am currently preparing for October's Online Quarterly Board meeting. These activities include:

- Soliciting, collecting and logging quarterly reports from the Board and each national committee chair.
- Formatting and submitting quarterly reports for publication on the AVVA website.
- Electronically distributing pre-meeting documentation for Board review.
- Collecting, organizing and electronically distributing documents for meeting packets.
- Process motions as needed.

Thank you for your continued support.

Nina Schloffel,
AVVA National Secretary