



**Secretary's Report to the Board
May 4, 2018
Toni Cecil**

- Minutes from the March 9, 2018 INAFSM Board meeting were completed and distributed to the Board for review.
- Suggested corrections were completed and the revised Minutes were redistributed. (attached)
- Minutes from the INAFSM 4/16/18 Executive Committee call were distributed, revised and redistributed. (attached)
- Minutes of the INAFSM 4/27/18 Emergency Executive Meeting were distributed. (Attached)
- I am in the process of reviewing the records passed to me by Joe Miller and attempting to follow his good example.
- All minutes, reports and supporting documentation have been added to the file.

I'd like to know if there are electronic files. If not, should there be? If so, what process and format should we use?

As we put together SOPs, I'd like to address a few questions, as a new Secretary still trying to find my way around.

- It should be included in the SOPs that all documents submitted for Board meetings, including reports, be added to the meeting minutes, preferably as one complete document.
- Previous Secretaries have done an excellent job of record keeping, including the hand written minutes. I am told by Lori, that once these are typed and approved, the hand written notes are no longer needed. If I were to add my hand written notes, complete with my version of shorthand, no one would be able to read them, so I appreciate that. Whether or not these need to be retained should be addressed in the SOPs.
- It should be stated in the SOPs that minutes of Emergency Board meetings via conference call, and decisions made via email vote, should be added to the minutes of the next Regular meeting minutes.
- In the interest of consistency, there should be a designated way to save electronic documents, including the minutes, using a specific file name.
- I was unaware that the minutes needed to be actually signed at the first two meetings, so I think it would be helpful to know this up front as a part of the SOPs.

Thank you for your patience as I learn this!