

	<p style="text-align: right;">Secretary's Report to the Board May 10, 2019 Toni Cecil</p>
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- I have created a separate book for the General Membership Agendas, Minutes and support documents. I was finding these were somewhat incomplete and believe this will make them easier to track, and easier to find in prep for each year's meeting.
- I have created a spread sheet to help track what documents we have stored electronically.
- I've been going through the old binders double checking to be sure everything is scanned to provide electronic records.
- With each set of Minutes, I create a PDF with all supporting documents embedded in the document, for quick reference. For this reason, it's important that you send me a copy of your reports. (Thank you!)
- I've added new binders for 2018 and 2019.
- For now, at Lori's request, I am keeping the Motions record updated.
- For those of you who knew I was looking for the 2014 records, I have located them.
- If anyone has anything prior to 2012, please let me know and I'll be glad to do the same with our older files.