

## ANNUAL REPORT, 2021-2022 – Secretary/Bylaws

I am serving a second one year term as Secretary/Bylaws and in the capacity did the following:

- Since the COVID-19 pandemic resulted in all board meetings and annual meetings to be conducted via Zoom, I set up the meetings, then opened and closed such meetings
- Secured and filed Zoom access forms.
- Recorded and reviewed minutes for each board meeting and the business meetings at the general membership meetings. These minutes were sent to the board before the board meetings requesting corrections.
- Posted approved minutes to the website, since I also serve as a website editor.
- Sent notices to the board members regarding board meetings – a week before and 2 days before the monthly meetings.
- Provided information to board members monthly including the board agenda, past minutes, treasurer’s reports and other information.
- Requested board members who have long reports to send these to the secretary for distribution before the meeting.
- Kept the official records of the branch.
- Maintained the 501.c.3 notebook and branch seal.
- Ensured all board members sign annually a conflict of interest form and retained the forms in files.
- Sent acknowledgements of donations as instructed by the Treasurer & Membership Treasurer.
- Assisted with the writing of the few bylaws changes taking place at the November business meeting.
- Served on the Annual Meeting committee.

Respectfully submitted,

Margaret Nijhuis, Secretary/Bylaws