

ANNUAL REPORT, 2022-2023 – Secretary/Bylaws

In serving the first year of a two year term, I did the following:

- Set up all Board Meetings on Zoom, then opened and closed such meetings. Recorded the Board meeting, and kept the recording on my computer until the appropriate Minutes were approved.
- Secured and filed Zoom access forms.
- Recorded, reviewed, and distributed the minutes for each board meeting and the business meetings at the general membership meetings.
- Sent approved minutes to the person responsible for updating the website to post on the website.
- 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, 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.
- Updated the Working Rules to reflect changes regarding the “Named Gifts award” which were approved by the Board at the November Board Meeting.

Respectfully submitted,

Beth DeFiglio, Secretary/Bylaws