ANNUAL REPORT, 2023-2024 – Secretary/Bylaws

In serving the second 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.
- 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. Filed Agendas, Minutes, and Treasurer's report each month in the official notebook. Updated the 2023-2024 listing of Officers.
- Maintained the 501.c.3 notebook. Reviewed Incorporation and 501c(3) documents with Betty Harrel, reorganized and updated these documents on AAUW's Google drive, and updated the notebook.
- I will also review a newly found CD from a past President labeled "Incorporation 501c(3) Documents, and update the Secretary's notebook and the Google Drive accordingly.
- Ensured all board members sign annually a conflict of interest form and retained the forms in files.
- Updated the Working Rules, both digital and hardcopy, to reflect changes regarding the "Community Service Initiatives" and "Interest Groups", under Section VI Program, which were approved by the Board at the March and April Board Meetings.
- Collected Annual Reports from all Board members, Community Initiative Chairs, and annual event chairs and sent them to the person responsible for updating the website.
- Wrote the Annual Report for the Secretary.

June 14, 2024
Beth DeFiglio, Secretary/Bylaws