

# Annual Secretary Report

# 2018-2019

**GOALS AND OBJECTIVES:**

1. Record and distribute the minutes of the executive board meetings.
2. Record and distribute the minutes of the general membership meetings
3. Complete the minutes within a one-week period after the meetings.
4. Submit minutes to the webmaster for posting on the website.
5. Submit appropriate materials to the MDMLG Archives.

**ACCOMPLISHMENTS:**

1. Recorded and submitted the minutes for the Executive Board meetings:
	* August 15, 2018
	* November 7, 2018
	* March 27, 2019
	* May 15, 2019
2. Recorded and submitted the minutes for the General Business Meetings:
* September 13, 2018
* November 28, 2018 (taken by Stephanie Swanberg)
* April 18, 2019
* June 7, 2019
1. Prepared Secretary’s report for Executive Board and General Business Meetings.

Respectfully submitted,

JoAnn Krzeminski

July 25, 2019