

# Annual Secretary Report

# 2022-2023

**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 3, 2022
	* November 2, 2022
	* Absent for the December 8, 2022 Special Executive Board Meeting
	* February 1, 2023
	* May 3, 2023
2. Recorded and submitted the minutes for the General Business Meetings:
	* October 6, 2022
	* January 25, 2023
	* March 30, 2023
	* June 22, 2023
3. Prepared Secretary’s report for Executive Board and General Business Meetings.

Respectfully submitted,

Brianna Andre

May 31, 2023