

# Annual Secretary Report

# 2023-2024

**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 2, 2023
	* November 1, 2023
	* February 7, 2024
	* May 1, 2024
2. Recorded and submitted the minutes for the General Business Meetings:
	* September 20, 2023
	* December 6, 2023
	* February 21, 2024 – Mini-Meeting: Library Promotion and Marketing
	* April 17, 2024 – In-Person General Business Meeting at Michigan School of Psychology
3. Prepared Secretary’s report for Executive Board and General Business Meetings.

Respectfully submitted,

Amanda Kelly

June 6, 2024