



Together Always

April 2020 – NATIONAL SECRETARY'S REPORT

Having had three surgeries since July, I could not have performed my duties without assistance from the AVVA Executive Board. I am especially indebted to President Joanna Henshaw for standing in for me as GoToMeeting administrator and for handling AVVA Flash distributions. Limited as they were, a list of my activities over the last five months follows:

- Procured and distributed yearly planners for the BOD and committee chairs.
- Prepared and distributed Board and Committee contact lists.
- Coordinated and conducted meetings using the GoToMeeting Conference system.
- Recorded, processed and submitted electronic motions for the Board to approve between the October and April Board Meetings.
- Prepared meeting packets for the October Board Meeting.
- Attended the October Board Meeting in Silver Spring, MD.
- Participated as AVVA advisor for October's VVA Minority Affairs Committee.
- Participated as AVVA advisor for October's VVA PTSD Committee.
- Electronically distributed documents for November's Special Online Board Meeting.
- Prepared minutes from the October Board Meeting in Silver Spring and November's Special Online Board Meeting.

I am currently preparing for the online April Board meeting: Such entails:

- Soliciting, collecting and logging quarterly reports from the Board and each national committee chair.
- Formatting and submitting quarterly reports for publication on the AVVA website.
- Electronically distributing pre-meeting documentation for Board review.
- Collecting, organizing and electronically distributing documents for meeting packets.

Thank you for your continued support.

Nina Schloffel,
National Secretary, AVVA