



NATIONAL SECRETARY'S REPORT

July 8, 2020

As National Secretary, my activities since the April 2020 quarterly report included:

- Coordinated and conducted meetings using the GoToMeeting Conference system, as required.
- Electronically distributed AVVA Flash Notices, as required.
- Provided administrative support, and participated in, April's Online Board Meeting:
 - Collated and electronically distributed documents to the board for pre-meeting review.
 - Solicited, collated and logged quarterly board and committee reports.
 - Submitted quarterly reports to the AVVA webmaster.
 - Distributed electronic meeting packets.
- Prepared minutes for the April Online Board Meeting.
- Prepared minutes for three special online board meetings.
- Participated in the April Strategic Planning seminar.
- Participated in Executive Committee meetings:
 - Refined P & P proposal for online board meetings.
 - Reviewed submissions for the Cathy Keister Spirit of Excellence Award.

I am currently preparing for July's Oline Board meeting. These activities include:

- 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,
AVVA National Secretary