

My activities since my last report follow:

- Prepared meeting packets for October Board Meeting.
- Prepared and distributed electronic meeting packet for virtual January Board Meeting..
- Prepared minutes for the October 2024 Board Meeting.
- Prepared minutes for the virtual January Board Meeting.
- Maintained schedule and provided online support for the GoToMeeting virtual conferencing application.
  - Executive and National Board Meetings.
  - Committee work sessions and meetings.
- Created and managed Consent Calendars for Board approval.
- Participated in Executive Board meetings, as needed.
- Provided advice and counsel to Board members, as needed.
- Provided advice and counsel to CA State Association.
- Managed Mailchimp email distribution.
  - Increased email distribution list from 3,500 to over 9,400.
  - Created and electronically distributed three AVVA Flash Notices.
- Collated and submitted quarterly Committee and Board reports for posting on the AVVA website.
- Reconciled credit card statements/receipts..
- Currently collecting, organizing, and printing documents for April Board Meeting packets.
- Participated in Bylaws Committee Meetings.
- Participated in virtual Finance Committee Meeting.

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