

A summary of my activities follows:

- Prepared meeting packets quarterly Board Meetings.
- Prepared and distributed electronic meeting packet for virtual Board Meetings.
- Prepared minutes for the 2023 National Convention .
- Prepared minutes for quarterly Board Meetings.
- 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.
- Processed electronic motions, as required.
- 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 less than 400 subscribers to over 9,400.
  - Created and electronically distributed AVVA Flash Notices.
- Scheduled and managed GoToMeeting conferencing sessions, as needed.
- Collated and submitted quarterly Committee and Board reports for posting on the AVVA website.
- Reconciled personal corporate credit card statements/receipts.
- Currently collecting, organizing, and printing documents for Final Board Meeting packets.
- Participated in Bylaws Committee Meetings.
- Participated in virtual Finance Committee Meeting
- Provided advice and counsel to the National Board, National Committee Chairs and the AVVA general membership, as required.
- AVVA Advisor for two VVA National Committees:
  - PTSD and Substance Abuse
  - Minority Affairs
- Participated in the orientation of incoming Board of Directors.
- Participated in planning and preparing for the 2025 National Convention:
  - Reviewed proposed Bylaws Amendments.

- Collated and organized content for the 2025 National Convention Handbooks.
- Coordinated Convention printing requirements and negotiated corresponding printer contract.
  - 2025 Convention Handbooks.
  - Post- convention Survey.
- Provided editorial support to the National Parliamentarian.

Working with the National Board, the National Officers and our other AVVA members has been an honor. Their commitment to veterans and their families is unrelenting, and their vision has no bounds.

Thank you for your support,

Nina Schloffel  
AVVA National Secretary  
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