

A summary of my activities follows:

- Prepared minutes for the October 2025 Board Meeting.
- Prepared minutes for the January 2026 Virtual Board Meeting .
- Prepared meeting packets for October 2025 Board Meeting.
- Prepared and distributed electronic meeting packet for January Virtual Board Meeting.
- Preparing meeting packets for April 2026 Board Meeting.
- Maintained schedule and provided online support for the GoToMeeting virtual conferencing application.
 - Executive and National Board Meetings.
 - Committee work sessions and meetings.
- Prepared and distributed AVVA Flash Notices using Mailchimp.
- Created October Consent Calendar for Board approval.
- Participated in Executive Board meetings, as needed.
- Provided advice and counsel to Board members, as needed.
- Collated and submitted October 2025 and April 2026 Quarterly Committee and Board reports for posting on the AVVA website.
- Reconciled personal corporate credit card statements/receipts.
- Assisted in conducting orientation of incoming Board of Directors.
- Prepared and distributed notes for Consolidation Initiative Committee.

Nina Schloffel
National Secretary

