

A summary of my activities follows:

- Prepared minutes for the April and August 2026 Board Meetings.
- Prepared minutes for the 2026 Annual Membership Meeting.
- Prepared meeting packets for the April and August 2026 Board Meetings.
- Created August Consent Calendar for Board approval
- Prepared and administered office schedule for Jacksonville Leadership Education and Leadership Conference.
- Preparing meeting packets for October 2026 Board Meeting.
- Prepared, distributed and tracked 7 electronic motions.
- 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..
- Participated in Executive Board meetings, as needed.
- Provided advice and counsel to Board members, as needed.
- Collated and submitted April 2026 Quarterly. Committee and Board reports (reports not submitted in August) for posting on the AVVA website.
- Reconciled personal corporate credit card statements/receipts.
- Managed and executed miscellaneous administrative tasks.

Nina Schloffel
National Secretary

