

My activities since the April National Board Meeting follow:

- Prepared minutes for the April 18, 2024 Board Meeting.
- Co-presented Strategic Plan Overview for Regional Directors.
- Scheduled and provided support for the GoToMeeting virtual conferencing application.
  - Executive and National Board Meetings
  - Committee work sessions and meetings.
- Processed one electronic motion.
- Participated in Executive Board meetings, as needed.
- Provided advice and counsel to Board members, as needed.
- Collated quarterly Committee and Board reports for submission to webmaster.
- Managed Mailchimp email distribution
  - Created and distributed AVVA Flash Notices.
  - Updated/added member email addresses to Mailchimp audience files.
- Participated in work sessions to review and update the Spousal and Survivor Benefits Brochure.
- Participated in work sessions to plan and prepare for Spousal and Survivor Benefits seminar to be conducted at the August Leadership Conference.

I am currently preparing for the August 19<sup>th</sup> Board meeting and the August 22<sup>nd</sup> Annual Business Meeting. These activities include:

- Organized and distributed pre-meeting material for Board review.
- Collecting, organizing, and printing documents for Board meeting packets.
- Collecting, organizing, and printing documents for Leadership Conference.

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