

National Secretary Report: November 2022 – April 2023

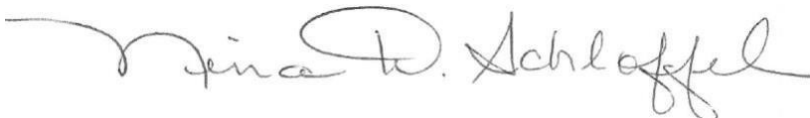
My activities for November 2022 – April 2023 included:

- Participated in the November and January National Board meetings.
- Prepared minutes for the November and January Board meetings.
- Processed electronic motions, as required.
- Participated in executive board meetings.
- Coordinated GoToMeeting conferencing sessions, as needed.
- Upgraded AVVA's Mailchimp application.
 - Increased potential email distribution to 10,000 subscribers.
 - Imported membership rosters into AVVA Flash Notice audience files.
- Provided advice and counsel to the Board, National Committee Chairs and the general membership as needed.
- Shipped Membership Applications.

I am currently preparing for the April 2023 National Board Meeting. These activities include:

- Collecting, logging, and submitting quarterly Board and Committee reports for publication on the AVVA website.
- Organizing and distributing pre-meeting documentation for Board review.
- Collecting, organizing, and printing documents for Board meeting packet.
- Preparing BOD meeting packets.

Thank you for your continued support.

A handwritten signature in cursive script that reads "Nina Schloffel". The signature is written in black ink and is positioned above the printed name and title.

Nina Schloffel
AVVA National Secretary