

2021 - 2023 End of Term Report: National Secretary

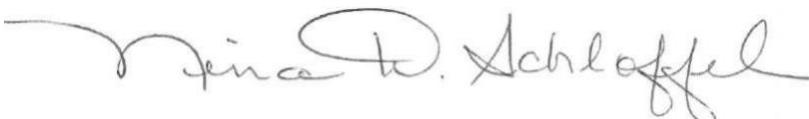
My accomplishments for the 2021 –2023 term included:

- Prepared minutes for the 2021 Greensboro National Convention.
- Collected, logged and submitted quarterly Board and Committee Reports for publication on the National website.
- Organized and distributed pre-meeting documentation, as required.
- Prepared and distributed Board packets for National Board meetings.
- Participated in and prepared minutes for 8 National Board meetings.
- Processed electronic motions, as required.
- Maintained and distributed the Consent Calendar, as required.
- Participated in Executive Board meetings, as required.
- Attended VVA/AVVA Transition Planning Meeting on behalf of the National Vice-President.
- Attended January VVA Board Meeting on behalf of the National President.
- Scheduled and managed GoToMeeting conferencing sessions, as needed.
- Prepared and distributed AVVA Flash Notices, as required.
- 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 National Board, National Committee Chairs and the AVVA general

- membership, as required.
- Shipped membership applications, and other National forms and documentation as required.
 - AVVA Advisor for two VVA National Committees:
 - PTSD and Substance Abuse
 - Minority Affairs
 - Presenter, 2022 Greenville Leadership and Education Conference:
 - Secondary PTSD.
 - From Heartbreak to Hope.
 - Participated in planning and preparing for the 2023 Orlando National Convention:
 - Reviewed proposed 2023 Bylaws Amendments.
 - Collated and organized content for the 2023 National Convention Handbooks.
 - Coordinated Convention printing requirements and negotiated corresponding printer contract.
 - 2023 Convention Handbooks.
 - Post- convention Survey.
 - National Financial Summary.
 - Provided editorial support to the National Parliamentarian.
 - Obtained gift donations for the AVVA Luncheon.

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 D. Schloffel
AVVA National Secretary, 2021 - 2023