

My activities since the August 2023 National Convention follow:

- Prepared minutes for the final meeting of the 2021 – 2023 National Board (August 7, 2023).
- Prepared minutes for the 2023 National Convention (August 9 -10, 2023).
- Prepared minutes for the initial meeting of 2023 -2025 National Board (August 12, 2023).
- Processed three electronic motions.
- Participated in one Executive Board meeting.
- Obtained business cards and name badges for new Board members.
- Provided advice and counsel to Board members, as needed.
- Summarized data collected from Convention questionnaires
- Prepared October 2023 Consent Calendar.
- Collated quarterly Committee and Board reports for submission to webmaster.
- Managed Mailchimp email distribution lists.
- Created and distributed two AVVA Flash Notices.
- Participated in planning orientation for 2023 – 2025 Board

I am currently preparing for the October 19, 2023 Board 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 Board orientation.

I am honored to serve as your National Secretary for the 2023 – 2025 term. Thank you for your continued support.

Nina Schloffel
AVVA National Secretary
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