

Executive Secretary Report
March 1-June 7, 2005

March 1-31

- Prepared report for & attended March 11 Board meeting in Fargo.
- Sorted through March Board meeting materials & reorganized.
- Checked NDLA mailbox 2 times & distributed mail as appropriate.
- Provided photos from Capitol display for Good Stuff.

April 1-30

- Checked NDLA mailbox 1 time & distributed mail as appropriate.
- Reviewed & commented on minutes – March 11 Board meeting.

May 1-31

- Checked NDLA mailbox 2 times & distributed mail as appropriate.
- Exchanged emails with Marlene Anderson re: cookbook ideas, format, procedure, etc.
- Reviewed NDLA emails as received.

June 1-7

- Checked NDLA mailbox 1 time & distributed mail as appropriate.
- Researched updated addresses and forwarded conference exhibit mailings.
- Prepared Executive Secretary report for June 10 Board meeting.
- Reviewed all Board member reports before meeting.

Submitted by:

Cathy A. Langemo
Executive Secretary