

**NDLA Executive Secretary
Annual Report to the Executive Board
October 2004-September 2005**

Executive Board:

My activities since September 25, 2004, include the following:

September 26-December 31, 2004

- Sorted through materials from Annual Conference & reorganized; had film developed; organized Annual Conference photos; provided 1 set of photos to Marlene Anderson for *The Good Stuff*
- Checked NDLA mailbox 4 times & distributed mail as appropriate
- Reviewed September meeting & general session minutes
- Reviewed proposal re: *The Good Stuff* changes; prepared for and processed mailing of *The Good Stuff* ballots
- Prepared for and attended December 3 Board meeting; sorted through materials from December 3, Board meeting & reorganized

January 1-March 31, 2005

- Checked NDLA mailbox 4 times & distributed mail as appropriate
- Reviewed & commented on minutes – December 3 Board meeting
- Contacted Facilities Management Services at the State Capitol to arrange date for display; prepared for March 3 display at State Capitol (arranged for materials, snacks and refreshments; provided photos from Capitol display for *The Good Stuff*)
- Ordered stationery & member brochures
- Reviewed Board member reports before Board meeting; prepared report for & attended March 11 Board meeting in Fargo; sorted through March Board meeting materials & reorganized.

April 1-June 30, 2005

- Checked NDLA mailbox 3 times & distributed mail as appropriate
- Reviewed & commented on minutes – March 11 Board meeting
- Reviewed NDLA emails as received; exchanged emails with Marlene Anderson re: cookbook ideas, format, procedure, etc.
- Researched updated addresses and forwarded conference exhibit mailings
- Prepared Executive Secretary report for & attended June 10 Board meeting; sorted through June Board meeting materials & reorganized
- Reviewed all Board member reports before meeting

July 1-September 15

- Checked NDLA mailbox 5 times & distributed mail as appropriate
- Responded to questions on ballot process; researched updated addresses and forwarded returned ballots

- Contacted chairpersons re: award recipients; prepared list of awards; ordered awards plaques
- Gathered materials for, designed and edited the Conference Program Book and Awards Banquet Program; delivered to print shop
- Organized Board reports & delivered to print shop

Submitted by:

Cathy A. Langemo
Executive Secretary