

**NDLA Executive Secretary
Report to the Executive Board
September-November 2005**

Executive Board:

My activities since September 15, 2005, include the following:

September 16-September 30, 2005

- Sorted through materials from the conference & reorganized; had film developed;
- Checked NDLA mailbox 1 time & distributed mail as appropriate

October 1-31, 2005

- Checked NDLA mailbox 2 times & distributed mail as appropriate
- Organized conference photos & provided 1 set to Marlene Anderson for *The Good Stuff*
- Prepared purchase order/letter for & sent it to Barnes & Noble re: book purchases for conference
- Met with Marlene Anderson & Sean Thorenson, BSC Commercial Art Department, re: centennial logo development

November 1-30, 2005

- Checked NDLA mailbox 3 times & distributed mail as appropriate
- Reviewed minutes – September 23 Board meeting
- Ordered stationery; picked it up when ready
- Reviewed Board member reports before December 2 Board meeting; prepared my report for December 2 Board meeting in Jamestown
- Provided some award information to Marlene Anderson for *The Good Stuff*

Submitted by:

Cathy A. Langemo
Executive Secretary