

NDLA Secretary (#4)
Quarterly Report, December 2, 2005
Laurie McHenry

September 23, 2005 I received the "Blue Binder", files, folders, tape recorder, extension cord, and cassette tapes (recorded meetings and blank) from the outgoing secretary Celeste Ertelt.

I posted the unapproved post conference minutes of September 23, 2005 meeting to the listserv on November 28, 2005. Following listserv emailed corrections the unapproved minutes were reposted with corrections on November 30, 2005.

I submitted the Secretary 2006 Budget request on November 4, 2005.

I recorded Electronic Minutes for activity occurring between October 6, 2005 and November 30, 2005. This included unanimous approval of the Third Quarter Treasurer's Report. I posted these minutes to the listserv on November 30, 2005.

No other activity has occurred.