

**NDLA Executive Secretary
Report to the Executive Board
December 3, 2005-March 9, 2006**

Executive Board:

My activities since the December 2, 2005, Board meeting include the following:

December 4-31

- Attended December 2 Board meeting
- Sorted through materials from December 2 Board meeting, reorganized files & reviewed my action items from meeting
- Checked NDLA mailbox 2 times & distributed mail as appropriate

January 1-31

- Checked NDLA mailbox 3 times (extra to catch any recipes coming in) & distributed mail as appropriate
- Reviewed minutes – December 2 Board meeting

February 1-28

- Checked NDLA mailbox 3 times & distributed mail as appropriate
- Sent stationery as requested
- Submitted about 12 of my favorite recipes to Marlene Anderson for the Centennial Cookbook
- Contacted Jeanne Narum re: making arrangements for March 10 Board meeting; made facility & lunch arrangements for meeting

March 1-9

- Checked NDLA mailbox 1 time & distributed mail as appropriate
- Reviewed Board member reports before Board meeting

Submitted by:

Cathy A. Langemo
Executive Secretary