

**NDLA Executive Secretary
Report to the Executive Board
March 10-June 8, 2006**

Executive Board:

My activities since the March 10, 2006, Board meeting include the following:

March 10-31

- Checked NDLA mailbox 2 times & distributed mail as appropriate
- Mailed stationery to those who requested some
- Emailed my report to Board members

April 1-30

- Checked NDLA mailbox 2 times & distributed mail as appropriate

May 1-31

- Checked NDLA mailbox 2 times & distributed mail as appropriate
- Contacted Marlene Anderson to discuss status of cookbook project
- Prepared program proposal for 2006 conference
- Contacted Jeanne Narum re: reservations for June 9 Board meeting
- Reserved meeting room & lunch for June 9 Board meeting

June 1-8

- Checked NDLA mailbox 1 time & distributed mail as appropriate
- Contacted other Board members from area re: Fargo trip
- Prepared report for Board meeting; cleaned out materials; printed all Board reports & reviewed them; packed stationery to take to Fargo

Submitted by:
Cathy A. Langemo
Executive Secretary