

**NDLA Executive Secretary #26  
Annual Report to the Executive Board  
September 16, 2005-September 19, 2006**

**Executive Board:**

My activities since September 16, 2005, include the following:

**September 16-September 30, 2005**

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

**October 1-31, 2005**

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

**December 1-31, 2005**

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

**January 1-31, 2006**

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

**February 1-28, 2006**

- Checked NDLA mail box 3 times & distributed mail as appropriate
- Sent stationery as requested
- Submitted 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 in Jamestown

### **March 1-31, 2006**

- Reviewed Board member reports before Board meeting; emailed my report to Board members; sorted meeting materials after Board meeting
- Checked NDLA mail box 2 times & distributed mail as appropriate
- Mailed stationery to those who requested some

### **April 1-30, 2006**

- Checked NDLA mail box 2 times & distributed mail as appropriate

### **May 1-31, 2006**

- Checked NDLA mail box 2 times & distributed mail as appropriate
- Contacted Marlene Anderson to discuss status of cookbook project
- Contacted Jeanne Narum re: reservations for June 9 Board meeting in Fargo; reserved meeting room & lunch for June 9 Board meeting

### **June 1-8, 2006**

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

### **July 1-31, 2006**

- Checked NDLA mail box 2 times & distributed mail as appropriate
- Edited draft of NDLA Cookbook
- Offered advice & ideas re: cookbook format, price, etc.
- Sent email to Board members re: materials/information needed & schedule for Conference Program Book production

### **August 1-31, 2006**

- Checked NDLA mail box 2 times & distributed mail as appropriate
- Reminded Board members of materials I needed for the Conference Program Book
- Sent purchase order letters to various conference vendors
- Drafted Conference Program Book; gathered assorted graphics; did Internet research for better photos of presenters, etc.
- Gathered awards information for ordering plaques
- Lined up donated photocopier for conference

### **September 1-19, 2006**

- Checked NDLA mail box 3 times & distributed mail as appropriate
- Lined up photocopier for conference
- Drafted Conference Program Book & sent to Jeanne Narum & Beth Postema for review

- Revised & finalized Conference Program Book & delivered it to the print shop; reviewed proof; picked up books when ready & delivered them to the conference in Fargo
- Ordered awards plaques; proofed text; picked up plaques & delivered them to the conference
- Prepared Awards Banquet Program and sent to Jeanne Narum & Beth Postema for review
- Revised & finalized Awards Banquet Program & delivered to print shop; reviewed proof; picked up copies & delivered to conference
- Prepared certificates for grant winners & delivered to Karen Chobot at conference
- Prepared my annual report to the Board & membership; printed all Board member annual reports & delivered to print shop; picked up copies & delivered to conference
- Prepared Awards Banquet script & delivered to print shop; picked up copies & delivered to conference
- Picked up several boxes of cookbooks from Marlene Anderson & delivered them to the conference
- Cleaned out & organized materials to take to Board meeting & conference

Submitted by:

Cathy A. Langemo  
Executive Secretary