

NDLA Executive Secretary #26
Quarterly Report to the Executive Board
September 20-December 7, 2006

Executive Board:

My activities since September 19, 2006, include the following:

September 20-September 30, 2006

- Sorted through materials from the conference & reorganized files
- Had conference films developed; had 2 sets of photos made
- Checked NDLA mail box 2 times & distributed mail as appropriate, including cookbook orders

October 1-31, 2006

- Checked NDLA mail box 6 times & distributed mail as appropriate, including cookbook orders
- Organized conference photos & provided 1 set to Marlene Anderson for *The Good Stuff*

November 1-30, 2006

- Checked NDLA mail box 5 times & distributed mail as appropriate, including cookbook orders
- Made meeting location arrangements for December Board meeting in Jamestown

December 1-7, 2006

- Reviewed Board member reports before December 8 Board meeting; prepared my report for the Board meeting
- Confirmed arrangements for December 8 Board meeting; organized materials for Board meeting
- Checked NDLA mail box 1 time & distributed mail as appropriate

Submitted by:

Cathy A. Langemo
Executive Secretary