

NDLA Executive Secretary #26
Quarterly Report to the Executive Board
December 8-March 8, 2007

Executive Board:

My activities since December 8, 2006, include the following:

December 8-31, 2006

--Checked NDLA mail box 3 times & distributed mail as appropriate, including cookbook orders

January 1-31, 2007

--Called Mike Safratowich re: December contract fee

--Checked NDLA mail box 3 times & distributed mail as appropriate, including cookbook orders

February 1-28, 2007

--Checked NDLA mail box 2 times & distributed mail as appropriate, including cookbook orders

--Prepared billing letter for *Good Stuff* ad

--Checked with Beth about making March Board meeting arrangements

--Made arrangements for, gathered materials for, set up, attended and tore down Feb. 15 exhibit at Capitol

March 1-8, 2007

--Reviewed Board member reports before March 9 Board meeting

--Prepared my report for the Board meeting

--Checked NDLA mail box 1 time & distributed mail as appropriate

Submitted by:

Cathy A. Langemo

Executive Secretary