

**NDLA Executive Secretary #24
Annual Report to the Executive Board
Sep. 25, 2007-Sep. 24, 2008**

Executive Board:

My activities since September 25, 2007, include the following:

Sep.-Dec. 2007

- Checked NDLA mail box 6 times & distributed mail as appropriate.
- Submitted reimbursement form for conference expenses; cleaned out/sorted materials from conference; prepared envelopes & mailed certificates and other materials left from Annual Conference; ordered additional awards plaques; had plaque redone at Capital Trophy & mailed it to Kathy Thomas.
- Prepared tent cards for new Board & organized materials for Dec. 7 Board meeting; cleaned out/sorted information from December Board meeting.
- Provided photos for The Good Stuff.

Jan-Mar. 2008

- Checked mail box 5 times & distributed mail as appropriate.
- Contacted Phyllis Bratton offering extra assistance with conference.
- Prepared thank you letters for donations.
- Redid press release re: new Board.
- Prepared report for March 14 Board meeting; attended March Board meeting (via IVN); cleaned out/sorted information from March Board meeting.

Apr.-June 2008

- Checked mail box 5 times & distributed mail as appropriate.
- Made arrangements with Seven Seas for May 30 Board meeting; emailed details to Board members.
- Sent stationery to Board members as requested.
- Responded to Phyllis Bratton with speaker ideas for conference.
- Sent billing letter to conference exhibitor.
- Prepared report & sorted through materials for May 30 Board meeting; cleaned up materials from May 30 Board meeting.
- Provided Board members with list of what needed for conference program book & awards plaques.
- Sent thank yous for donations.

July-Sep. 2008

- Ordered NDLA stationery; delivered some to Johanna McClay Bjork.
- Responded to Board members re: conference issues/preparations.
- Checked mail box 5 times & distributed mail as appropriate.
- Corresponded with various Board members on conference issues/preparations; prepared conference program book & awards banquet program; emailed for review; finalized & delivered to print shop; reviewed proof.

- Prepared Executive Secretary quarterly & annual reports; organized Board member reports for conference general sessions; delivered all to print shop.
- Prepared agendas for general sessions; sent out for review; finalized & delivered to print shop.
- Organized awards info; ordered plaques; prepared necessary certificates.
- Lined up donated photocopier for conference; purchased necessary supplies for conference.
- Picked up items from print shop & trophy shop.

Submitted by:

Cathy A. Langemo, Executive Secretary