

**NDLA Executive Secretary #26  
Quarterly Report to the Executive Board  
September 24-December 6, 2007**

**Executive Board:**

My activities since September 24, 2007, include the following:

**September 24-30, 2007**

- Checked NDLA mail box 1 time & distributed mail as appropriate.
- Submitted reimbursement form for conference expenses.

**October 2007**

- Clean out/sorted materials from conference.
- Prepared press release re: awards.
- Prepared envelopes & mailed certificates and other materials left from Annual Conference.
- Ordered additional awards plaques.
- Checked mail box 2 times & distributed mail as appropriate, including cookbook orders

**November 2007**

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

**December 1-6, 2007**

- Checked NDLA mail box 2 times & distributed mail as appropriate.
- Prepared press release re: new Board.
- Prepared tent cards for new Board.
- Organized materials for Dec. 7 Board meeting.

Submitted by:  
Cathy A. Langemo  
Executive Secretary