

NDLA Executive Secretary #24
Quarterly Report to the Executive Board
May 31-Sep. 24, 2008

Executive Board:

My activities since May 30, 2008, include the following:

June & July 2008

- Cleaned up materials from May 30 Board meeting.
- Checked NDLA mail box 3 times & distributed mail as appropriate.
- Provided Board members with list of what needed for conference program book & awards plaques.
- Sent thank yous for donations.

August 2008

- Ordered NDLA stationery; delivered some to Johanna McClay Bjork.
- Prepared 2008 conference press release; emailed for review; finalized & emailed to statewide media.
- Responded to Board members re: conference issues/preparations.
- Checked mail box 1 time & distributed mail as appropriate.
- Began drafting conference program book.

September 2008

- 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.
- Checked NDLA mail box 2 times & distributed mail as appropriate.
- Lined up donated photocopier for conference; purchased necessary supplies for conference.
- Made additional contact with local media to cover conference, especially the Go Local press conference & Flicker Tale author book signings.
- Picked up all items from print shop & plaques from trophy shop.

Submitted by:

Cathy A. Langemo, Executive Secretary