

NDLA Public Relations Committee (#21) & Executive Secretary (#23)
Quarterly Report to the Executive Board
Sep. 27-Dec. 9, 2008

Executive Board:

My activities since the Sep. 26, 2008, Board meeting include the following:

Sep. 27-30, 2008

--Cleaned up materials from conference & Sep. Board meetings.

Oct. 2008

--Ordered an additional plaque for the Gov. Docs. Award winner & delivered it to Rachel White, SHSND.

--Reviewed & then forwarded printing bills to Phyllis Bratton.

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

Nov. 2008

--Reviewed & forwarded final printing bill to Phyllis Bratton.

--Mailed member certificates to those not at conference awards banquet.

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

Dec. 2008

--Checked NDLA mail box 1 time.

--Checked with Facilities Management at the State Capitol re: available dates for booth during Legislative session.

--Drafted press releases on new Board & conference awards for review by Board.

--Prepared quarterly report for Board meeting.

Submitted by:

Cathy A. Langemo

PR Committee & Executive Secretary