

NDLA Public Relations Committee (#21) & Executive Secretary (#23)
Quarterly Report to the Executive Board
Dec. 10, 2008, through Mar. 5, 2009

Executive Board:

My activities since the December Board meeting include the following:

Dec. 2008

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

Jan. 2009

--Drafted & finalized press release on new Board; emailed to statewide media.

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

--Prepared for & attended Conference Manual Committee meeting in Mandan.

Feb. 2009

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

Mar. 2009

--Checked NDLA mail box 1 time.

--Contacted Facilities Management staff at State Capitol re: arrangements for the Mar. 23 booth.

--Reviewed reports for Mar. 6 Board meeting.

--Prepared my report for Mar. 6 meeting.

Submitted by:

Cathy A. Langemo

PR Committee & Executive Secretary