

NDLA Public Relations Committee (#21) & Executive Secretary (#23)
Quarterly Report to the Executive Board
Mar. 6-May 27, 2009

Executive Board:

My activities since the Mar. Board meeting include the following:

Mar. 2009

- Checked NDLA mail box 1 time & distributed mail as appropriate.
- Confirmed with Facilities Management staff at State Capitol re: arrangements for the Mar. 23 booth; lined up materials for the booth, set up, attended & tore down booth.
- Reviewed conference manual draft.

Apr. 2009

- Checked NDLA mail box 1 time & distributed mail as appropriate.
- Made arrangements for May 27 Board meeting.
- Reviewed Executive Secretary contract and policies handbook drafts.

May 2009

- Checked NDLA mail box 2 times & distributed mail as appropriate.
- Confirmed arrangements at Grand Dakotah Lodge, Dickinson, for May 27 Board meeting; confirmed count for dinner on May 25.
- Reviewed reports for May 27 Board meeting; prepared my report for May 27 meeting.

Submitted by:

Cathy A. Langemo
PR Committee & Executive Secretary