

**NDLA Public Relations #22 & Executive Secretary #24
Annual Report
Sep. 22-Dec. 3, 2009**

Executive Board:

My activities since Sep. 22, 2009, include the following:

Sep.-Oct. 2009

- Checked NDLA mail box 4 times & distributed mail as appropriate.
- Submitted reimbursement form & bills for conference expenses; cleaned out/sorted materials from conference.
- Prepared envelopes & mailed certificates and other materials left from Annual Conference.
- Ordered additional & corrected awards plaques.
- Provided conference photos for The Good Stuff.
- Prepared press release re: Conference awards & new Board; emailed for review; finalized & emailed to statewide media.

Nov.-Dec. 3, 2009

- Checked mail box 2 times & distributed mail as appropriate.
- Prepared tent cards for new Board.
- Organized materials for Dec. Board meeting; reviewed reports for Dec. Board meeting.
- Prepared report for Dec. 4, 2009.

Submitted by:

Cathy A. Langemo, PR Committee Chair & Executive Secretary