

**NDLA Public Relations #22 & Executive Secretary #24**  
**Quarterly Report**  
**Dec. 4, 2009-Mar. 4, 2010**

**Executive Board:**

My activities since Dec. 3, 2009, include the following:

**Dec. 2009**

- Checked NDLA mail box 1 time & distributed mail as appropriate.
- Cleaned out/sorted materials from meeting.
- Responded to or referred contacts to appropriate person.

**Jan. 2010**

- Checked mail box 2 times & distributed mail as appropriate.
- Responded to or referred contacts to appropriate person.

**Feb. 2010**

- Checked mail box 1 time & distributed mail as appropriate.
- Responded to or referred contacts to appropriate person.
- Started reviewing materials for new Conference Manual.
- Billed for *The Good Stuff* ad.

**Mar. 1-4, 2010**

- Checked mail box 1 time & distributed mail as appropriate.
- Responded to or referred contacts to appropriate person.
- Prepared & mailed thank you letters for donations.
- Prepared report for Mar. 5, 2010, meeting.

Submitted by:

Cathy A. Langemo

PR Committee Chair & Executive Secretary