

Recording Secretary Report

February 2019

The WA necrology report for our chapter is due in March. I will be attending a Webinar on February 25th to help assist in preparing the report.

I participated in the voluntary WA minutes audit last month. Minutes for one chapter meeting were submitted and I will be receiving feedback on the submitted minutes. The input will help in streamlining our minutes and can act as a template for our chapter's future recording secretaries.

I have created a spreadsheet to track attendance at chapter meetings. This will help in tracking our attendance requirements and again can serve as a template for future tracking. I will share the spreadsheet at our March chapter meeting.

Link Stephanie McGriff will act as recording secretary at our February meeting in my absence. All the chapter reports and sign in will be given to her in advance of the meeting.

Respectfully submitted,

Alicia Stephens

Recording Secretary

Tacoma (WA) chapter

The Links, Incorporated