



**Secretary Report
25 August 2018**

Secretary: Stephanie Webb

- Minutes (Draft) and Process Notes
 - June online board meeting: shared with leadership 05 July 2018
- Review of Minutes received from:

Board Mtg	
✓	President - Peggy Huber
✓	Vice President - Cynthia Herbst
✓	Treasurer - Anne Jackson
✓	Secretary - Stephanie Webb
n/a	Member at Large (3) - All vacant

- Approved Minutes submitted to RID
 - May 2018 Minutes: approved by SCRID BoD 23 June 2018; emailed to Neal Tucker, NTucker@rid.org, cc to Peggy Huber, president@scrid.org, 05 July 2018.
- Fall workshop planning (continuing). Workshop advertisement went live 18 August and we have our first registrant!
- Submitted Letter of Verification 06/15/18 to Kathleen Lanker, verifying her service as CMP Chair 09/2015 - 11/2017, for use in job searching.
- Drafted wording for SCRID Environmental Impact Policy to be voted upon today prior to submission into the PPM.

- Prepared SCRID's annual report for fiscal year 2017-2018. Upon approval will submit to RID headquarters.