



**Secretary Report  
14 September 2018**

**Secretary: Stephanie Webb**

- Minutes (Draft) and Process Notes
  - August face-to-face board meeting: shared with leadership 01 September 2018
- Review of Minutes received from:

Board Mtg	
✓	President - Peggy Huber
✓	Vice President - Cynthia Herbst
	Treasurer - Anne Jackson
✓	Secretary - Stephanie Webb
✓	Member at Large (Deaf) - Jerrin George
	Member at Large (IDP) - Paola Morales
x	Member at Large (Div) - Vacant

- Approved Minutes submitted to RID
  - June 2018 Minutes: approved by SCRID BoD 25 August 2018; emailed to Neal Tucker, [NTucker@rid.org](mailto:NTucker@rid.org), cc to Peggy Huber, [president@scrid.org](mailto:president@scrid.org), 01 September 2018.
- Submitted SCRID's annual report for fiscal year 2017-2018 to RID headquarters 25 August 2018. Receipt verification received from Neal Tucker, [NTucker@rid.org](mailto:NTucker@rid.org), same date.
- Fall workshop planning (continuing). 50 members registered as of morning of 9/14/18.

- Created Google Drive folder to house historic and current SCRID pictures. Shared with SCRID Leadership. Feel free to clearly label and upload SCRID pics to this folder.
- Board meeting reports have been shared in two files: Minutes and Process Notes. All decisions made and a synopsis of discussions are included in the Minutes; more detailed discussions and action-items are included in the Process Notes. In this way pertinent info is published for membership in a more condensed format, while the Process Notes are available to the board to utilize in carrying out the actions of SCRID. All info in the Minutes is also found in the Process Notes. What are the Board's thoughts on this structure? Would you prefer to utilize only one document, and individually keep track of action items?