

# Secretary's Report – September 2021

- August BOD draft meeting minutes sent on 08/29.
  - o Motion to approve meeting notes: Adrienne moved to accept, Regina 2nd; no nays.
- Election preparation update.
  - o Election slate announced on 08/01.
  - o Please note I will be emailing, Teams messaging, and posting on the website:
    - A notice to members asking all to verify their mailing address is correct in their website profile.
    - Additional nominations of candidates is due to Secretary NLT October 1st, 2021. (see bylaws & checked w/Parliamentarian, these must be sent via USPS mail to: Gail Sherwood, 2 Old Littleworth Rd Dover, NH 03820
- 2022 Dues increased.
  - o \$40, \$55, \$15, \$55
- Work on our Beauce.Org Website this past month:
  - o No progress
  - o Will present a proposal for \$24.99 one-time installation fee, and \$99.99 annual recurring fee to have InMotion webhosting to perform this change
- Upgrade WordPress versions
  - o Updated membership dues amounts.
- Drafting process documents for various secretary's tasks.
  - o Drafted process document for updating dues in WordPress