



## **2023 ANNUAL BUSINESS MEETING**

### **SEPTEMBER 18, 2023**

### **SECRETARY REPORT**

ASALH Bylaws Section 2. d.--The Secretary shall keep records of the proceedings of Annual Meetings and meetings of the Executive Council; and prepare and submit a report of such proceedings at the Annual Meeting of the Association.

- ✓ Assumed office January 1, 2022.
- ✓ Prepared the September 26, 2022 Annual Business Meeting Minutes and presenting during the September 18, 2023 Annual Business Meeting for approval.
- ✓ Prepared the following 2023 Executive Council Meeting Minutes:  
January 19<sup>th</sup>, February 16<sup>th</sup>, March 16<sup>th</sup>, April 6<sup>th</sup>, June 15<sup>th</sup>,  
June 22<sup>nd</sup>, June 29<sup>th</sup>, July 20<sup>th</sup>, and August 17<sup>th</sup>.
- ✓ February 24, 2023, Executive Council Meeting minutes prepared by ASALH staff Kay Phillips.
- ✓ September 11, 2023, Executive Council Emergency Meeting minutes prepared by Treasurer Valerie Holt.
- ✓ Developed Committee Transition Form

Heartfelt thank you to the members of ASALH for the opportunity to serve.

Respectfully submitted,

*SSM*

Susan Simms Marsh, Secretary