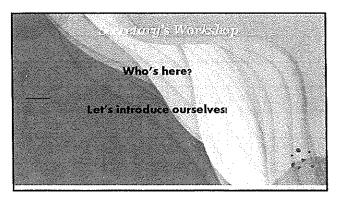
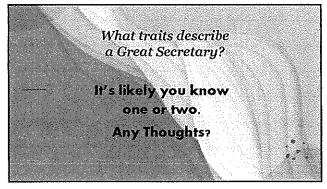
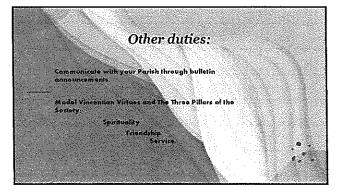


Opening Prayer Fother, Thank You for every seat that has been filled here today. For each mind and heart that fills the presence of this room. Only You truly know what we are setting out to accomplish. We have an idea, hints and instruction. We have talents abilities and time to work. However, only You can see in perfect detail the end of every beginning. Nothing is ever in vain, for even mistakes and misstops can be used for good. Be with us today.





General "to do" list: Attendall Conference meetings and: Prepare Agenda (approved by President), perhaps just edit! Record meeting minutes: (read those from previous meeting, or send to members in advance) Record attendance, start and stops times of meeting. Secret Collection? Record consensus on any issues. Maintain list of Members (Active, Associate, Inquirers) Alert members of upcoming meetings/events such as Trainings What about "Seattle Database"?



Other T	inc
Other 1	$p_{\mathfrak{d}}$
Make your job easier.	
Minutes need not be long ar	nd drawn out.
just the facts:	
Delegate some of the rec	ord keeping.
	•

Other Things:

Welcome material for those interested in joining

Thank You Notes

Greeting Cards

Wellness check for members who miss meetings unexpectedly

Reading of the RULE at meetings

List of "training" members have attended

How about delegation?

You don't have to do it all yourself!!

8

7

Some New things for the Secretary

Revised By Laws from National added a few new responsibilities There may be more than one Secretary

The Secretary is responsible for ensuring that records are kept of Aggregation, formal documents and moeting attendance.

The Secretary is also responsible for the maintenance of annual report records.

Secretary's Workshop Thanks for coming! ——		 		
MAY THE HOLY SPIRT BE WITH				
Your	.a.	 	 	