

ARMA Calgary Chapter
Secretary's Annual Report
July 1, 2019 – June 30, 2020

Activities Completed

- Created DropBox subfolders for 2019-2020 Board records

- Combined Board Meeting Agenda template and Meeting Minutes templates in one template

- Attended chapter's board meetings, created, distributed and updated agendas and meeting minutes.

- Uploaded the final versions of agenda and meeting minute into the centralized board records repository.

- Compiled electronic records of email voting by Board members.

Respectfully submitted by Svetla Minkova
May 26, 2020