

Secretary Report
NeASFAA Annual Business Meeting
March 25, 2022

I took minutes at the May, October, and January regular Board meetings and at the July and February special meetings. In March and April, I collected Conflict of Interest forms from Board members and committee chairs, they were saved to SharePoint. I granted permissions to NeASFAA folders as needed. I also sent sympathy cards on behalf of the NeASFAA Board to Mary Sommers after the passing of her father and to Stacy Dieckman after the passing of her mother.

Lisa, Ritchie, and I met about record retention and storage guidelines for the Office 365 account. I assisted in sending out HEERF letters to Congress members by putting the letters on NeASFAA letterhead and creating both electronic copies to be emailed and physical copies which were sent via postal mail.

Based on the Board's discussion in January, I created a Historical Archive folder and granted permissions to Ritchie Morrow as Historian and Justin Brown as President.

Respectfully submitted,

Erinn M. Brown