

**BCS&RD
SECRETARY REPORT
FOR
BOD MEETING, MARCH 30/19**

This report is the first from me since I was elected Secretary in April, 2016.

We now have a new Executive and many changes are being made. It has come to the forefront that there are several things which I should be doing, which were previously done by Ken Crisp. So in order to get the correct procedures in place I have been asked to put them in my report to be discussed at the meeting.

1. What are the standards for sending out the Anniversary Patches? Should a letter be sent with them? If so is it a form letter? Should a certificate also be attached.

I have no problem writing a letter, the reason I am asking this is to see if there has been a standard up to now.

2. Reports - before the meeting Executive/delegates submit their reports and they are sent to the webmaster who posts them for everyone to read prior to the meeting. Some reports are sent to me and I in turn forward them to the webmaster (Frank McNeil). Others send them direct to him. I would like some continuity regarding this. Either they come to me and I forward on to the webmaster or they go direct to him.

3. I am currently working on putting together a complete and proper list of Executive and Delegates so that when I send out anything it goes to the proper people. I have received some information from some clubs, (thank you to those), however, I need to hear from all. The information required is:

Name
Email address
Region number

If anyone is receiving these emails and is no longer involved please let me know so I can remove your name.

Respectively submitted,

Carla Gyle, Secretary