

The recording secretary prepares written minutes of both the Board of Directors meetings and the AGG General meetings. These minutes cover items discussed, reports presented, motions made and seconded and who made them. The minutes will include those present, be a record of group decisions, and written in the order that they occurred.

It is recommended that the Recording Secretary record the meetings on an appropriate device such as a cell phone. The 2021-2022 President provided a detailed agenda of both meetings each month as an aid.

The first draft of both meetings is sent to the AGG President for review and input. After making any changes or alterations requested by the President, the Recording Secretary sends the drafts of the minutes to the Board of Directors for their review, additions or corrections and approval.

Effort should be taken to get the minutes to the Website Manager within 10 days of Club Meetings. The Website Manager will post the General Meeting minutes on the club's website where members can view them. The Website Manager can make any corrections.

In 2021-2022, the President requested both AGG secretaries, including the Recording Secretary, to proofread the Yearbook before its printing for September distribution and all monthly Newsletters.

Respectfully submitted

Marsha Arutunian, Recording Secretary 2021-2022