

**The Lake Minnetonka Garden Club  
Annual Report  
Recording Secretary  
June 12, 2017**

As Recording Secretary I did the following;

1. Updated my PC to reflect current group contact list information as presented in the annual year book.
2. Recorded minutes of all Membership and Board meetings.
3. Took attendance at Board meetings
4. E-Mailed Board minutes to the Board members.
5. E-Mailed Member meeting minutes to all members and mailed a copy of same to the members without e-mail addresses.
6. Kept a notebook with a copy of each Board meeting and each regular Member meeting.
7. E-Mailed a copy of the minutes to the current Zone XI Chairwomen and the Club Historian.
8. Prepared an annual report in June.

Respectfully submitted,

Anne Baasen  
Recording Secretary