

**The Lake Minnetonka Garden Club
Annual Report
Recording Secretary
June 14, 2019**

As Recording Secretary, the duties I completed are as follows:

1. Updated my computer to reflect the current group contact list information as presented in the annual yearbook/directory.
2. Recorded the minutes of all Membership and Board meetings.
3. Took attendance at the Board meetings.
4. E-mailed the Board meeting minutes to the Board members in a timely manner prior to the next meeting.
5. E-mailed the Member meeting minutes to all members and mailed a hard copy of the minutes to members without e-mail.
6. Maintained a notebook with two copies of each Board meeting and each regular Member meeting minutes. One copy is for the Club Historian to put in the Club archives.
7. E-mailed a copy of the Member meeting minutes to the current Zone XI Chair and Vice Chair as well as the Club Historian.
8. Will obtain a copy of the Program Chair's record of attendance at the end of the year.
9. Prepared an annual report in June 2021.

Respectfully submitted,

Larey Anne Swanson
Recording Secretary