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Officer/Committee Chairman Report

Name: Judy Shaklee

Position: Georgia State Secretary

Date: April 12, 2022

Officer Responsibilities

Attended and took minutes for the State Executive Board Retreat, June 25, 2021

Wrote article for the State Newsletter reminding Chapter Secretaries of the H-114, due June 30

Took minutes of the Transitional Executive Board Meeting, April 29, 2020

Took minutes of the Transitional Executive Board/Advisory Council Meeting, April 29, 2020

Took minutes of the Executive Board Meeting, June 3, 2020

Attended Leadership Retreat July 9 and 10, 2020

Prepared and recorded Virtual Secretary Training Session for the Georgia Alpha Delta Kappa Website

Contributed Secretary articles for the State Newsletter

Contributed Get to know you article for the State Newsletter

Provided Secretary Training via Zoom for Golden Isles (Aug. 17), Albany (Aug. 20), Heart of Georgia (Aug. 22)

Took minutes for the Open Executive Board meeting, September 18, 2020 and led Secretaries group

Prepared a power point presentation of Atlanta District Presidents for the One Day Celebration

Attended Fall 2020 District Meetings and did the Secretaries Training

Took minutes of the April 16, 2021 Executive Board and Advisory Council Meeting

Attended the June 25, 2021 Executive Board Retreat. Took minutes and participated in review of State Policies and Procedures

Attended and took minutes of the September 28, 2021 Executive Board Meeting

Received RSVPs for the April 22, 2022, Executive Board Meeting and Dinner prior to the Georgia State Convention

Collated and preserved all minutes from the 2018-2020 Biennium with the Minutes of the 2020-2022 Biennium

Conferences and Conventions

Attended the Alpha Delta Kappa International Convention, July 5-16, 2021

Attended Fun Day, April 17, 2021

Attended the All Regions Conference, August 29, 2020

Will attend Georgia State Convention, April 23-25, 2021

Other Activities

Sent the Atlanta District Constitution and Guidelines to State By-Laws Chair Robin Dudley, March 3, 2021

Attended the Atlanta District Executive Board Meeting, July 12, 2021

Reported on International Convention to Delta Chapter, August 14, 2021

Presented a report on the chapter archives for Delta Chapter, September 2020

Presented the program for Delta Chapter on its history, October 2020

Closing Statement/Goal

I have learned so much about Georgia Alpha Delta Kappa as well as International Alpha Delta Kappa. I feel that I have contributed to the goals of diversity and inclusion in our organization as well as to our wonderful altruistic endeavors and scholarships. Maintaining the record of Georgia Alpha Delta Kappa’s meetings is an important responsibility, and I feel that I have accomplished that during this Biennium.