

Annual report, Secretary
2004/2005

The ILA secretary attended the annual meeting (Oct.2004), the January and April meetings (2005), and recorded the minutes of these meetings. Due to a scheduling conflict the secretary was unable to attend the November 2004 meeting and Nancy Young recorded minutes.

The sole proposal generated by the secretary was to suggest a means by which board minutes could be approved more efficiently. The ILA Executive Board minutes are posted ten business days following the Executive Board meeting in draft form on the ILA website. The secretary notifies the Board that they are available. The Board members have two weeks to review the minutes and submit changes to the secretary, using the "track changes" feature so all members can see the changes. At the end of this period, the secretary invites board members to comment on changes for a final week.

Sections of the minutes that are deemed worthy of further discussion are pulled from the minutes, with the secretary noting that this section to be discussed at the next board meeting.

Minutes as amended can be thus posted for full membership review and formally adopted at the following board meeting.

This is also an opportunity for me to express my appreciation to the members of the ILA board for their assistance in maintaining accurate and timely records of the association's business. I would like to thank Barbara Greever for her leadership and support, Vicki Kriemeier for hers in the previous year, and especially to Michael Samuelson, who patiently and with grace and humor, helped make the public record match the intent. I have enjoyed having the opportunity to serve the association in this position.

With respect and admiration,
Lynn Baird