

## **RECORDING SECRETARY REPORT**

October 2007

The recording machine that was purchased for the Recording Secretary has made her job easy.

I am getting the minutes done in a timely basis. After I get the full minutes done they go to the President for her tweaking. She sends the changes back to me and I correct them. The minutes then get sent out to the 1st VP, 2nd VP, Secretary, and Treasurer. After they fine tune them and send the changes back to me I again make any changes that may need to be done. I then send them off to John Jones. He then sends them off to the AIS webmaster to be posted on the AIS Website.

This last time I finished and sent off the minutes to start the tweaking process on May 31st. Because of everybody's busy summertime schedule I got the last of the final revisions on Aug 2nd. I then made the changes and forwarded them to John Jones on Aug 3rd and he forwarded them to the webmaster on Aug 4th. The minutes did not get posted on the AIS website until Oct 6th.

Since this took 2 months before it was posted, I will send a copy of the full minutes to anyone who needs the minutes as soon as I get the final corrections made. Just let me know if you need a copy of minutes.

Respectfully submitted,

Susan Boyce  
Recording Secretary