

Secretary_Report_Spring_2008

Everything seems to be going along smoothly. I do want to say thank you to Patricia Randall, former AIS Secretary, for all of her assistance. I also want to thank Jill Bonino for the AIS Procedure Manual that she completed during her tenure as Secretary. It has been invaluable during this period of learning the duties of my position. I also want to thank everyone for being patient and answering questions regarding items sent to me for processing which I did not understand.

- I do want to report that I asked Susan Boyce, and she has agreed, to be my back-up should the need arise. Susan's main function will be to prepare any vouchers for payments that need to be done if I am either out of town for an extended period or physically unable to perform my duties as AIS Secretary.
- Additionally, now that I have a fully functioning office, I am able to receive, as well as send, faxes. My fax number is 928/282-5079.

There was only one electronic ballot conducted between the time of the Fall Board Meeting in November and the present date. The motion was made and seconded that we approve Kate Brewitt as RVP for Region 16. The motion was unanimously approved by the voting members of AIS.

Respectfully submitted,

Michelle Snyder
AIS Secretary