

## Vereins Quilt Guild

### Secretary's Report for 2014-2015

The duties of the Secretary are to

1. Take minutes at monthly Guild meetings and Board meetings. She then forwards these to the Newsletter Chairperson for inclusion in the monthly newsletter.
2. Send cards to Guild members who are seriously ill, injured or who have experienced a death in the family.
3. Collect Guild mail from the Post Office Box on a regular basis.
4. Maintain files of reports as submitted by outgoing officers, committee chairs and special committee chairs and distribute these to the incoming officer and chairmen.

These have all been done over the last two years. I found that it was necessary to check the mail more frequently before and after the semiannual Quilt Show.



Sandy Birdleough  
Secretary