

Secretaries Report - January 2023 – Kyla Minsky

1. Rewrote/organized the position descriptions to be in line with our current club model of having chairs and committee members under each chair (see attached document)
2. Redid the 2023 board of directors – need to update some addresses, I will contact you directly for your address so I can add it into the document in the google drive.
3. Organized the MHT Gmail account, archiving over 800 emails and adding labels to current emails for easy access and organization. You can now filter by certain labels making it much easier to find needed communications.
4. Reached out to a few people to be presenters for the education clinic. Dr Bell and Lesa Cafferty have both agreed to present.