

## **End of Year Secretary Report for 2023-2024**

During the 2023-2024 year, I attended the executive and general meetings and recorded minutes of the proceedings. I kept a record of these meetings and maintained a file for the club, consisting of minutes, membership lists, financial reports, and kept the original copies of the constitution and policy and procedures document.

I have also sent relevant cards and correspondence to families of deceased members.

I was away for the months of September, October, and November, and would like to thank the members of the executive committee who stepped in to take records in my absence.