

PAN AMERICAN ROUND TABLES OF TEXAS

STATE BOARD MEETING

April 21, 2017

RECORDING SECRETARY'S REPORT

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As the PARTT Recording Secretary, I utilized the digital recorder as a “third ear” in order to provide the Board and the organization a quality set of minutes. It was a benefit when trying to accurately document the participant names, the discussion and resolutions/outcome that occur during the course of a business meeting. I recommend this or other electronic method to the next recording secretary.

I organized the minutes received from the previous recording secretary into a MINUTES NOTEBOOK, in order to keep the minutes that needed to be approved at the next STATE BOARD MEETING, the Scholarship Meeting, and the minutes that needed to be approved at the next Biennial Convention separate by year. It also allowed me to separate the minutes that I took at the Scholarship Meetings, State Board Meetings and the upcoming Biennial Convention in April 2017 that will need to be approved by the newly elected Board. This working notebook will be passed on to the next Rec. Secy.

A copy of the minutes, once approved, were incorporated into the next years' minutes to be approved in order to maintain “a lookback opportunity” for the newly elected board. I felt this was a necessary addition to eliminate the need to rely on memory as to what happened at the 2 previous board meetings.

I am grateful to all of you for the opportunity to have served you as the Recording Secretary. It was certainly one way to get to know how the state organization works. It was a privilege to work under the tutelage of our current State Director, Isabel Vezzetti and a great way to get to know all of these very special women of the Board who are so dedicated to the culture of Pan Americanism.

Respectfully submitted,

Yolanda Villarreal  
Recording Secretary