2018 NASSS Secretary Report
Respectfully submitted by: Becky Beal

The primary goals of the secretary are to facilitate communication and record any formal actions taken by the board. I'd like to thank our current president, Josh Newman, for taking the lead on communication with the board. Below are the action items that were voted on electronically.

> Approval of the NASSS board's meeting minutes from Wednesday November 1, 2017
> 6 ayes, 3 abstentions
>
> Approval of NASSS board's meeting minutes from Saturday November 4, 2017
> 8 ayes, 1 abstention

The Procedure and Policy Manual is a living document and it is the secretary's duty to update it. This year we added a master calendar and made some revisions to award committees. Because it is a living document, it is important that the secretary "holds" the official version and takes input from interested constituents.

Per usual, the secretary also orders the award certificates and hardware.