



*“PREEMINENT, PURPOSEFUL, PROGRESS, HEALTH AND HARMONY”*

National Corresponding Secretary Conclave Report

Submitted by: Carat Darlene R. Britford

July 7, 2018

I would like to thank Carat Maureen S. Black, National President for the honor to serve Carats as the National Corresponding Secretary. It has been pleasure to work with everyone.

As Corresponding Secretary, I sent to and received from correspondence the Board of Directors on behalf of the Carat Maureen Black, National President and in compliance with the CARATS, Inc. Constitution and Bylaws; and Policy and Guidelines. The following is a summary of correspondence transmitted and tasks completed:

- Letters/emails from the National President, Dates to Remember and Standing/ Ad Hoc Committees.
- Updated the National Directory 2017-2018 for electronic distribution via the Chapter President in collaboration with Membership and Technology Chair.
- Cataloged all emails (330) and correspondence from Board of Directors for National President as of 6/28/18 to include Conclave Agenda and Board of Director’s Meetings.
- Served on the Membership Committee.
- Cards of thank you notes were received from Carat members who loss love ones and/or family members.
- Cards of thank you notes for a wonderful Midyear Board meeting and hosted activities by the Columbus Chapter.

Recommendations:

I would like to recommend that the CARATS, Inc. National Directory be implemented in an excel spreadsheet format. Rationale the directory would be easier to access, input and update data for the Chapter Presidents and Corresponding Secretary. It could be used for the Conclave and other offices for easy access of contact information ie sending emails to members. It can be converted to other electronic formats.

Thank you!