

## Secretary Report

Brothers,

I greatly wish I could be here and join all of you in fellowship and brotherhood, however my rotation schedule made it difficult for me this year. With that said, it has been an enjoyable, eventful and rewarding year. I started the beginning of last year running while obtaining and updating all province records including: contact information for the executive committee, chapter regent and officer information, and chapter rosters. With maintaining this information, everything was organized into a dropbox where the entire executive committee could have access, which was crucial for continuous communication.

Under Grant's idea for the year I coordinated and created a monthly chapter update document for each executive member to contact a chapter each month and get a quick update for the conference call. At each conference call I was responsible for taking minutes and maintaining fluid communication and order. Overall, each conference call was effective and efficient to pushing the agenda to accomplish the goals for the year.

I'm sure everyone was tired of seeing my name pop up on Facebook and email especially at the beginning of last year while I was gathering contact information and posting documents. I made sure everything was available as much as possible for each brother. Once committees were set I gathered and updated all of the contact information and made sure that the province had access.

I did my best to keep myself available for any questions brothers had regarding contact information or anything in general. Furthermore, I served as a resource to chapters in regards to the Chapter Progress Report and other documents needed for the province. Many members of the executive committee and I made it a priority to collaborate and maintain fluid communication between the chapters and the committee.

Of course at the end of this time as secretary I will make sure to pass along the contact information and officer email addresses to ease in officer transition.

My time as secretary has been a wonderful and humbling experience to serve the province. I am incredibly grateful to have served with such an amazing executive committee that I have gotten to know more throughout this year and I hope to serve and work with them again in the future. I thank you my brothers for giving me this opportunity to serve at this level and look forward to seeing our province grow and progress over this next year.

Thank you.

Respectfully submitted,  
Kameron Kelly