



Secretary and Membership Co-Chair 2020 Year-End Report

Prepared by: Eleanor Haan, Secretary and Membership Co-Chair

The Secretary keeps a permanent record of the minutes of the Board meetings and of the membership. These to include notices, consents, agendas and committee reports submitted at such meetings. Issues notices of meetings and prepares a list of Officers and Committees.

The Membership Chairs were unable to develop new member prospect list and recruitment opportunities due to the cancellation of all community meetings, events and celebrations. Consequently, we were unable to increase our membership this past year.

During the past fiscal year: I maintained the list of the Board of Directors, wrote the minutes of the monthly HHIA business meetings, sent notices and reminders to the Board of Directors of HHIA meetings.

Pre-Covid:

February, 2020 – (1) As a new HHIA board member, attended a function at the Community Center to celebrate and congratulate an employee's promotion/new assignment and to introduce myself and meet the Center's employees. (2) Attended a meeting for an update on Quemetco's environmental compliance status.

While under Covid restrictions:

In April, I researched platforms to hold meetings virtually. Set up an HHIA conference call meeting in May for Hacienda Heights individuals on Project RoomKey at Motel 6. Public was invited to submit questions which were answered by various representatives from LA County and Law Enforcement and Homeless organizations.

In preparation for our monthly business meetings, I gave hands-on training sessions to several individuals who were to speak or present at HHIA meeting using our virtual platform (Go To Meeting).

In preparation should any changes be needed to the *HHIA 2014 Revision of the By-Laws*, I entered the text into a Word document which can be edited.

Because there are inconsistencies in Letterhead and inter organization correspondence logos, I attempted to find graphics which could be use across the organization. Because of travel and meeting restrictions, this work was halted until restrictions are lifted.

To maintain better tracking of membership information revisions, I implemented (1) a notation system for mid-year changes, (2) the membership list will be archived annually and (3) a fresh membership list started at the beginning of each membership fiscal year.

During the year, I had the opportunity to: (1) Discuss with Scott Martin the proposed Dog Park at Schabarum Regional County Park while looking at the planned physical location in the park; (2) Help Adriana Quinones proofread the December newsletter and (3) Worked with Geri Kleinpell and some of the Board Members to update the Membership List. We sent emails and tried phoning members to verify and update their information and remind annual members to renew. Because of Covid we were unable to conduct in-person visits.