

2012-2013 OFLA Annual Report
Beth Hanlon, Executive Recorder and Editor for "The Cardinal"
February 8, 2013

A. 2012-2013

1. Recorded minutes for the OFLA Board Conference meetings (Friday President's Reception and Saturday meeting)
2. Attended a WordPress workshop at the Lorain County Educational Service Center to become familiar with working with WordPress for the Cardinal
3. Attended the 2012 OFLA Board Retreat, recorded meeting minutes
4. Attended the September and December Board meetings, recorded meeting minutes
5. Collected, edited (with assistance of Board members), placed articles and published the Fall 2012 and Winter 2013 editions of the electronic "Cardinal"
 - a. Worked with Board members to determine the best electronic editing system- resulted in the use of Google Docs.

B. Goals for 2013-2014

1. Continue to collect, edit and place articles to publish the "Cardinal" in the winter, spring and fall editions
2. Attend Board meetings to take minutes
3. Write an article for the "Cardinal"
4. Encourage members to contribute to the "Cardinal"

Respectfully submitted,

Beth Hanlon
Executive Recorder and Editor for "The Cardinal"