

2019-2020 OFLA Annual Report
Beth Hanlon, Executive Recorder and Editor for "The Cardinal"
April 5, 2020

A. 2019-2020

1. Summer 2019
 - a. Presented at the CI Summer Institute in June
 - b. Assembled members for *The Cardinal* editing team
 - c. Presented editing team to the board for approval at the August board retreat
 - d. Attended the August board retreat to take minutes at board meetings
 - e. Organized the OFLA *Cardinal* editor Google account
 - f. Promoted *The Cardinal* for articles and advertised the raffle for a 2020 conference registration for non-board members who submitted an article
 - g. Monitored the OFLA listserv and the OFLA Facebook page
2. Fall 2019
 - a. Wrote an article for the fall edition of *The Cardinal*
 - b. Edited 28 articles with the editing team to then place them in *The Cardinal* website
 - c. Attended the October NEOEA Day OFLA professional development to assist
 - d. Monitored the OFLA listserv and the OFLA Facebook page
 - e. Promoted *The Cardinal* for articles and advertised the raffle for another 2020 conference registration for non-board members who submitted an article
 - f. Assisted the presidential track in conference planning
3. Winter 2020
 - a. Monitored the OFLA listserv and the OFLA Facebook page
 - b. Attended and took minutes at the online January OFLA meeting
 - c. Edited 19 articles with the editing team to then place them in *The Cardinal* website
 - d. Attended and took minutes at the February OFLA Board meeting
 - e. Promoted *The Cardinal* for articles
 - f. Assisted the presidential track in conference planning
4. Spring 2020
 - a. Monitored the OFLA listserv and the OFLA Facebook page
 - b. Promote *The Cardinal* for articles for the spring edition
 - c. Attended the online April OFLA board meeting and took minutes
 - d. Will edit any articles received for the spring edition with the editing team to place on *The Cardinal* website.

B. Goals for 2020-2021

1. Continue to collect, edit and place articles to publish *The Cardinal* for fall, winter, and spring editions with *The Cardinal* editing team.
2. Attend Board meetings to take minutes.
3. Encourage members to contribute to *The Cardinal* by sending reminders out from Wild Apricot and on the listserv with ideas for article topics.
4. Assist in the 2021 conference planning.

Respectfully submitted,

Beth Hanlon

Executive Recorder and Editor for *The Cardinal*