

2021-2021 OFLA Annual Report
Beth Hanlon, Executive Recorder and Editor for "The Cardinal"
April 28, 2021

A. 2020-2021

1. Summer 2020
 - a. Assembled members for *The Cardinal* editing team for approval at the August retreat
 - b. Presented editing team to the board for approval at the August board retreat
 - c. Attended the virtual August board retreat to take minutes at board meetings
 - d. Organized the OFLA *Cardinal* editor Google account
 - e. Promoted *The Cardinal* for articles on the OFLA listserv, Facebook page, and Wild Apricot emails.
 - f. Monitored the OFLA listserv and the OFLA Facebook page
2. Fall 2020
 - a. Wrote an article for the fall edition of *The Cardinal*
 - b. Edited articles with the editing team to then place them in *The Cardinal* website
 - c. Attended and took minutes at the October OFLA board meeting
 - d. Monitored the OFLA listserv and the OFLA Facebook page
 - e. Promoted *The Cardinal* for articles on the OFLA listserv, Facebook page, and Wild Apricot emails.
3. Winter 2021
 - a. Monitored the OFLA listserv and the OFLA Facebook page
 - b. Attended and took minutes at the January OFLA meeting
 - c. Edited 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 on the OFLA listserv, Facebook page, and Wild Apricot emails.
4. Spring 2021
 - a. Monitored the OFLA listserv and the OFLA Facebook page
 - b. Promoted *The Cardinal* for articles for the spring edition on the OFLA listserv, Facebook page, and Wild Apricot emails.
 - c. Attended 2021 CSCTFL online
 - d. Attended the online April OFLA board meeting and took minutes
 - e. Will edit any articles received for the spring edition with the editing team to place on *The Cardinal* website.

B. Goals for 2021-2022

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 2022 conference planning.

Respectfully submitted,

Beth Hanlon

Executive Recorder and Editor for *The Cardinal*