2022-2023 OFLA Annual Report
Beth Hanlon, Executive Recorder and Editor for "The Cardinal"
February 11, 2023

A. 2021-2022

1. Summer 2022
   a. Assembled members for The Cardinal editing team for approval and presented them to the board for approval at the July board retreat.
   b. Attended the July conference and board retreat to take minutes at board meetings.
      i. Helped at the raffle table and registration table at the summer conference as well as presented a session.
   c. Promoted The Cardinal for articles on the OFLA listserv, Facebook page, and Wild Apricot emails.
   d. Monitored the OFLA listserv and the OFLA Facebook page.

2. Fall 2022
   a. Wrote an article for the fall edition of The Cardinal.
   b. Edited 17 articles with the editing team to then place in The Cardinal website for members to view.
   c. Monitored the OFLA listserv and the OFLA Facebook page.
   d. Promoted The Cardinal for articles on the OFLA listserv, Facebook page, and Wild Apricot emails.

3. Winter 2022/23
   a. Monitored the OFLA listserv and the OFLA Facebook page.
   b. Attended and took minutes at the January OFLA meeting.
   c. Attended the CSCTFL Hospitality Planning Meeting at the Columbus Hilton Downtown on January 21st.
   d. Edited 22 articles with the editing team to then place in The Cardinal website for members to view.
   e. Attended and took minutes at the February OFLA Board meeting.
   f. Promoted The Cardinal for articles on the OFLA listserv, Facebook page, and Wild Apricot emails.

4. Look ahead to Spring 2022, I will…
   a. Monitored the OFLA listserv and the OFLA Facebook page.
   b. Solicit articles for the spring edition of The Cardinal, edit the article with the editing team, place the articles in Wordpress and then promote the spring edition on the OFLA listserv, Facebook page, and Wild Apricot emails.
   c. Attend CSCTFL 2023 in Columbus, present 2 sessions, preside at a workshop, take minutes at the OFLA annual business meeting.
B. Goals for 2023-2024

1. Continue to collect, edit and place articles to publish *The Cardinal* for fall, winter, and spring editions with *The Cardinal* editing team.
2. Recruit additional editing team members.
3. Attend Board meetings to take minutes.
4. Encourage members to contribute to *The Cardinal* by sending reminders out from Wild Apricot and on the listserv with ideas for article topics.
5. Assist in the 2024 OFLA conference planning.

Respectfully submitted,

Beth Hanlon
Executive Recorder and Editor for *The Cardinal*