

MISSOURI COURT REPORTERS ASSOCIATION

REPORT OF THE SECRETARY

For The Year Ending October 2011

Received, reviewed, and processed Applications for Membership. Submitted the names of applicants to the Board for final approval. Forwarded new members' information to the President and the Membership Director. Forwarded copies of the applications with payment to the Treasurer for processing.

Was in attendance at all but the Winter Board of Directors meetings. Prepared and submitted the minutes of such meetings to the Board for their final approval. After the final approval by the Board of the minutes, forwarded the minutes to the Editor-in-Chief for inclusion in "Progress".

Prepared an Annual Report for inclusion in the convention packet.

I performed all other duties at the request of the President.

Respectfully submitted,

GAYLE WAMBOLT

MCRA SECRETARY