



The National Association of Negro Business and Professional Women's Clubs, Inc.

**National Recording Secretary's Report
February 15 – June 25, 2021**

To National President Sherelle T. Carper, National Board of Directors and NANBPWC, Inc. membership, the following is a summary of my activities for the period February 15 – June 25, 2021.

Sent out meeting notices, set up meetings via Zoom or freeconferencecall.com, took minutes and sent minutes to meeting participants for the following meetings:

February 15, 2021	National Board of Directors Zoom Virtual Pre-Spring Meeting.
February 19, 2021	Call meeting via conference call with officers of NANBPWC, Inc. and the Washington County Business and Professional Women's Club, Inc.
February 28, 2021	Call meeting via Zoom of the National Board of Directors to approve a new club (Central West Texas Business and Professional Women's Club).
March 6, 2021	Call meeting via Zoom of the Executive Committee to rework the 83 rd National Convention Matrix and review Bidders Comparison Chart.
March 12, 2021	Call meeting conference call with officers of NANBPWC, Inc. and officers of the Washington County Negro Business and Professional Women's Club, Inc.
March 13, 2021	Call meeting via Zoom of the National Board of Directors and Virtual 83 rd National Convention Committee Chairs to select the convention production company and determine registration fees.
March 20, 2021	Call meeting via Zoom of the National Board of Directors and Virtual 83 rd National Convention Committee Chairs to review the convention matrix.
March 23, 2021	Facilitated Sherelle T. Carper's meeting, via Zoom with past national presidents to discuss their roles at the convention.
April 14, 2021	Call meeting via Zoom of the National Board of Directors and Virtual 83 rd National Convention Committee Chairs to review the convention matrix and discuss registration fees.
April 17, 2021	Call meeting via Zoom of the Executive Committee to review the convention budget and registration fees.
May 6, 2021	Call meeting via Zoom of the National Board of Directors and 83 rd Virtual Convention Committee Chairs to review the convention matrix and close action items.
May 17, 2021	Call meeting via Zoom of the Executive Committee to discuss membership eligibility for two applicants.

May 22, 2021 Call meeting via Zoom of the National Board of Directors and 83rd Virtual Convention Committee Chairs to review updates to the 83rd National Convention matrix.

June 5, 2021 Call meeting via Zoom of the National Board of Directors to approve the resolution to amend proposed Bylaws amendments.

Other activities:

February 22, 2021 Attended the retreat for Executive Committee members facilitated by Dr. Iris Banister, National Parliamentarian.

February 27, 2021 Interviewed for the office of National Recording Secretary with the National Nominating Committee.

March 13, 2021 Participated in Microsoft Teams training facilitated by Sharol Moorman, Technology Lead.

March 30, 2021 Attended Sojourner Truth Legacy Project Virtual Program: Celebration of the Rise in Black Women Political Leadership, sponsored by the Congressional Black Caucus Foundation.

Attended One Million Black Women Listening Tour sponsored by Black women-led organizations and Goldman Sachs.

April 8, 2021 Attended Whova training.

April 10, 2021 Attended Virtual Northern Virginia Business and Professional Women's Club Virtual Town Hall Discussion: Be the Voice They Need.

May 14 & 15, 2021 Attended Virtual 63rd Annual Southeast District Conference.

June 7, 2021 Installed new officers of the Greensboro Club of NANBPWC, Inc.

Respectfully submitted,

Beverly Wallace

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National Recording Secretary