



To: NADE Board of Directors  
From: Tonya M Scott  
Date: August 25, 2021  
Subject: NADE Secretary End-Year Report 2021

Times flies! It is hard to believe that we have come to the end of another NADE business year. As we continue to work in unprecedented times, I continue to be humbled to work with such an outstanding group of individuals who continue to assist me with my responsibilities and duties. My thanks to all who work diligently to provide information requested of them in a timely fashion.

I prepared the minutes for the NADE Midyear Board Meeting, which was held virtually in March 2021. The end year 2021 reports were requested and will be shared with the Board for review/approval prior to posting on the NADE website.

I have maintained communications with the President Marjorie Garcia, Past President Sara Winn, and other members, as well as followed up on any outstanding actions items. I have participated in conference calls, as scheduled by the President, and complied with any requests.

I have completed a Standard Operating Procedures (SOP) Manual for the Secretary's position, so that those coming behind me will have clear guidelines regarding the job responsibilities/expectations. I have loved serving in the position of NADE Secretary; it is time to pass the responsibility on to someone else. I look forward to mentoring the next person in this role.

I have extended my services to President Marjorie Garcia to assist in any capacity needed. I think everyone knows my love and passion for NADE; I look forward to continuing to serve NADE for as long as I am needed during this COVID period and beyond.

I thank you for the opportunity.

*Tonya M Scott*  
NADE Secretary