



To: NADE Board of Directors
From: Tonya M Scott
Date: March 2, 2021
Subject: NADE Secretary Mid-Year Report 2021

Despite these 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 in February 2020. Due to the cancellation of the NADE National Training Conference in August 2020, there were no Old Board Meeting, General Membership Meeting, or New Board Meeting minutes to complete/share. The NADE midyear reports 2021 were received from the Board members and the majority of the NADE committee chairpersons. These reports will be shared with the Board for review/approval to post on the NADE website.

I have maintained communications with the President and other members, as well as followed up on any outstanding actions items. I have mailed correspondences, as requested by the President. I have participated in conference calls, as scheduled by the President.

I am in the process of completing 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 look forward to continuing to serve NADE for as long as I am needed during COVID period and I thank you for the opportunity.

Tonya M Scott
NADE Secretary