Secretary's annual report for AGM 2026

Prepared and sent out agendas for regular board meetings and for the AGM.

Chaired the BOD meetings and took minutes at these and the AGM, which were sent to the board for approval before being archived on our website. AGM minutes were also archived in the Arnprior archives.

Communicated with the archivist at Arnprior archives and delivered relevant materials.

Helped with the organization of the MFNC banquet at the Fitzroy Harbour Community Centre. Booked the facility, the linens and the caterer.

Using the info@mfnc.ca email address, I received and followed up on emails sent to the Club.

Assumed banking authority when the treasurer was away.

Managed the eBird account for the club, username: mfncbirds.

Assisted with various other activities as required.