

PAN AMERICAN ROUND TABLES OF TEXAS

STATE BOARD MEETING

MARCH 5, 2016

RECORDING SECRETARY'S REPORT

As your PARTT Recording Secretary, I incorporated the use of a digital recorder as "my third ear" in order to provide the Board a quality set of minutes.

My goal is to distribute a draft copy of the minutes with any reports ( with the approval of the State Director) taken at the Board Meeting via e-mail as soon as possible for your review and corrections. The current roster of attendance will also be included for reference.

My intention is to place all minutes in a Minutes Binder to be used as a quick tool for reference as to what business was discussed and voted on at past board meetings.

It is my pleasure to serve as your Recording Secretary.

Respectfully submitted,

Yolanda Villarreal,

PARTT Recording Secretary