



## Annual Report 2011

**Return to Ann Mehan Crosse by  
January 11, 2012**

**Name:** Elizabeth Reifsnider

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**Officer or Board position:** Secretary

**Goals:** Review and make recommendations for change to Bylaws and Policy and Procedures Manual for the Society.

**Activities and accomplishments:** Bylaws reviewed and revised by Board in 2011, changes to be submitted to membership at Annual Meeting February 2012 for approval. Changes made to Policy and Procedure Manual to reflect updating of Bylaws and clarification of duties/procedures of officers and committees.

### **For Officers and Board members with committees:**

**Committee members:** Victoria Menzies, VCU;

**Committee goals:** Review Policy and Procedure Manual for inconsistencies, redundancies, errors etc.

**Committee activities and accomplishments:** Manual Reviewed and changes recommended.

**Current or upcoming issues and challenges:** Bylaws to be presented to membership for February meeting. Manual needs to be formatted and paginated.