

## **EXECUTIVE SECRETARY REPORT**

**June 1, 2011**

**President Sexton and Board of Directors**

**The National Office, from my observations, is running like a well-oiled machine. No major issues have been brought to my attention and all is proceeding as we would expect it to.**

**I see all E-mail traffic in and out of the National Office and from what I see, everything is being processed and being taken care of in a very efficient manner. They make my job very easy.**

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**Bob and Lynn are processing the Symposium registration and things are moving forward as smoothly as can be expected. At this point it appears that attendance will meet all of the contract thresholds. We could always hope for more attendees.**

**I have submitted the signed documents to Heritage Insurance Company for our liability insurance that must be renewed each year.**

**Respectfully submitted  
Jerry A. Cloninger  
Executive Secretary**