

CASCA Secretary's Report 2012:

- Day-to-day communications coordination among Executive and members
- Setting up CASCA Executive conference calls (fall and spring)
- Executive elections
 - Creating job advertisements and getting them posted to the website

CASCA Secretary's Report 2:

- CASCA Operational manual.
 - Extensive updating and revising.
 - Manual now reflects current procedures, job descriptions and contact information etc.
- Dropbox Executive Folder
 - Organizing it.
 - This now provides important operational and archival functions for CASCA documents, agendas, minutes etc.

CASCA Secretary's Report 3

- Pre-conference Executive organization
 - Salisbury Award Competition Adjudication
 - Working with Edmonton LOC on conference issues and setting up Executive meetings at CASCA 2012
 - Creating agendas, minutes etc. for preconference and AGM meetings and organizing posting to webpage.
 - Working with CASCA 2013 LOC on conference issues

CASCA Secretary's Report 4

- Connect loose ends, fill in the blanks
- Celine Dion avoidance