

During the year of 2022 Andrea van Gestel fulfilled the secretary position. She has recorded the minutes and all discussions and votes on matters discussed at the monthly meetings. Such as :

- a.) Board of Trustees nominations and appointments.
- b.) BOT reports from all Committee Chairs
- c.) Votes on all matters such as
 - 1.) Building and grounds and seawall repairs
 - 2.) Possible Storage and Document Acquisitions by Cape Ann Museum
 - 3.) Retaining Staff during the Winter Season
 - 4.) Changing the dates for the monthly BOT Meetings
 - 5.) Grant Applications and Awards

As of April 2023, I, Susan Ellis volunteered to fulfill the Secretarial Duties.

I have continued the same responsibilities as above.

I write and provide the minutes to all Board of Trustees meetings and distribute the document to all members before each meeting.

Some recorded votes thus far have included

- a.) Repair work on porch railings, deck and paving of parking lot
- b.) Voting in new BOT Members and Committee members
- c.) Providing Live Figure Class in Downstairs Studio space during the summer months
- d.) Changing the BOT monthly meeting to the Second Tuesday of the month

Susan Ellis
Secretary