1. I attended and took minutes at nine Board Meetings and eight General Meetings. During this time frame, there was no January General Meeting and no April Board Meeting. The May General Meeting minutes were recorded by Nancy Redmond, on behalf of Anne Williams.

2. Before any action is taken at a Board meeting, I made sure that there was a quorum of members available to vote. At the present time, a quorum consists of six Board members. At each Board or General Meeting, I circulated a sign-in sheet and incorporated the list of attendees into the minutes. After each meeting I prepared a draft of the minutes. I incorporated into the minutes the lists of volunteers who worked on various events and activities on behalf of the Club. I also incorporated into the minutes pertinent highlights of the On-Campus Delivery Report prepared monthly by the Delivery Chair, including the list of volunteers who helped with deliveries that month. This year the President requested that I include a short summary in the General Meeting minutes of the presentations made by outside speakers at the meeting, and I have done this.

3. I e-mailed the draft minutes to the President for review and comment, incorporated any comments that I received, re-issued the document and e-mailed it back to the President, who sent the minutes out to Board members or the General Membership, as appropriate. I maintained a binder with all finalized minutes and other pertinent documents, including financial reports that were handed out at each meeting. I also maintained the binder identified as "Corporate Records" and incorporated into this binder the newly approved 5th Amendment and the 2015 Amended and Restated By-laws.

4. The Recording Secretary is now charged with running the election for new Board members in April of each year. This year I was ill during this time frame and other members prepared an on-line ballot for voting. We also offered paper ballots during the election, but no one sought to use one. For your information, the binder contains a description of the sequence of voting, including the language we must use to assure that the election takes place in accordance with the By-laws. I have also included a hard copy of the ballot that we used this year in that binder.

5. When called upon, I have prepared a variety of corporate documents such as general Resolutions, Resolutions on Board Actions without Meetings, and Amendments to By-laws. Several of the more important documents include the following:
In 2015 I helped prepare a "Fifth Amendment To Bylaws of Parents' Club of Stanford University" that was approved by the Board on May 7, 2015. This Amendment modified the record date for determining which members are entitled to receive notice of the annual meeting of members, and which members may vote during the annual Board election that was held in April of 2015.

I assisted in the preparation of an Amendment and Restatement of the By-Laws to reflect revisions associated with Amendments One through Five. This Amendment and Restatement was also approved by the Board on May 7, 2015 and a copy of this document is located in the Corporate Records binder and also appears in the minutes of May 7, 2015.

In June of each year, following the election of new officers, I prepared a document identifying modifications to the list of Parents’ Club members who serve as signatories, password holders and account managers associated with our current Bank, PayPal, G-mail, Post Office, Google Group and web accounts. This year this document was incorporated into the "Resolution of May 7, 2015" and appears as Attachment A to the May 7, 2015 Board meeting minutes.

6. Although I have a budget of $20, I did not incur any expenses or use any of the money. I do not recommend a change to the budget.
Parents’ Club of Stanford University
Recording Secretary
Report for 2013-2014

Submitted by: Marie Suzette Brown
Phone: 510-364-3558
Email: suzette.brown@me.com

1. I attended and prepared the minutes for ten Board Meetings and eight General Meetings during this calendar year. (One General Meeting was cancelled due to a campus emergency.) I would prepare the minutes and submit them to the President for review and comment, and incorporate any comments received from the President. In turn, the President would distribute the minutes to the Board members and/or General members, as appropriate, for review and comments. I would, again, incorporate any comments received from the Board or general membership.

2. I maintained a binder with all Board minutes and General Meeting minutes, along with any attachments, such as the Financial Statements submitted by the Treasurer, and the agenda for each meeting.

3. At each meeting, I would circulate a sign-in sheet and incorporate attendance into the minutes. If a member identifies any changes to their contact information on the sign-in sheet, I would forward on this information to the VP of Membership for her database updates.

4. In the March/April timeframe, I worked closely with the Chairman of the Nominating Committee, and established the platform for the electronic vote by proxy for the annual election of the incoming slate of board directors. I tallied the votes together with the Chairman of the Nominating Committee. The VP of Membership created a separate mailing list for members eligible to vote, and only these members were sent the voting link through a Constant Contact email. The President sent out the Constant Contact email to the voting members.

5. Following the election of new officers, I prepared a document in June identifying modifications to the list of Parents’ Club members to serve as signatories, password holders, and account managers associated with our Union Bank, PayPal, Gmail, Post Office, Google Group and Facebook accounts. In conjunction with the President and the President-Elect, I met with our bank representative to sign appropriate documents for the list of signatories.

6. Although I have a budget of $20, I did not incur any expenses or use any of the money. I do not recommend a change to the budget.

7. Performed ad hoc marketing tasks for the President, such as designing and ordering bags and buttons for the club.
“Join the Club” buttons:
Vendor : Everyone Loves Buttons, Inc.
20801 North 19th Avenue, suite 8
Phoenix, AZ 85027
Tel No. 623-445-9975
Fax No. 623-445-9979
Email. sales@ELBusa.com
• Submitted paperwork, so no tax should be charged to Parents’ Club.
• 2.25” round button, one color, qty 500 @ .279 each, plus shipping.
• Ordered qty. of 500 for a total of $127.00. Last order included a customer appreciation discount.
• Vendor can design button for you for additional $30 and will provide proof for your approval.
• General turnaround time is a week prior to shipping (approx. $20 shipping costs).

“We Take the Cake” buttons:
Vendor : Everyone Loves Buttons, Inc.
20801 North 19th Avenue, suite 8
Phoenix, AZ 85027
Tel No. 623-445-9975
Fax No. 623-445-9979
Email. sales@ELBusa.com
• Submitted paperwork, so no tax should be charged to Parents’ Club.
• 2.25” round button, color, qty 500 @ .35 each (.25 each + .10 extra for color), plus shipping and set up fees.
• Ordered qty of 500 for a total of $174.89.
• General turnaround time is a week prior to shipping (approx. $20 shipping costs).

“Brought to you by Parents’ Club of Stanford University” Red bags
Vendor : Papermart (online vendor, www.papermart.com)
2164 N. Batavia Street
Orange, CA 92865-3104
Tel No. (323) 726-8200
Sales No. (800) 745-8800
Fax No. (800) 651-0008
Customer No: 1946751 (Parents’ Club of Stanford University)
• Submitted paperwork, so no tax should be charged to Parents’ Club