

**Anderson Falls Heritage Society**  
**96 Clinton Street**  
**Keeseville NY 12944**

MEMBERSHIP & RECORDING SECRETARY ANNUAL REPORT FOR 2021

**Membership** – Recorded additions and renewals of members for mailing list for mailing and emailing of materials and notices. At this date we have 75 members.

**Minutes** – In collaboration with Richard Lawrence, transcribed and emailed or mailed minutes to members for the months of February through November.

Took part in or assisted with the following-

Distributing Flyers

Notification of Meetings, Events, Programs

Posted items of interest and promotion on the Museum's Facebook pages as well as other pages of interest to Keeseville residents and followers

Assisted in some basic webpage editing

Established an account with SignupZone, an online scheduling service that allowed volunteers to sign up from their personal device to be docents for shifts during museum hours

Consulted with Jeff Dengler to establish a comprehensive Excel database of membership information

Evaluated the museum computer for suitability to host Zoom meetings

With assistance from Richard Lawrence, assessed the viability of several voice-to-text applications to make the process of transcribing minutes more efficient

Collaborated to evaluate and revise the Membership Registration Form, Membership Card, and Thank You notes

Revised the procedures (to begin in 2022) associated with processing Membership Registration Forms

Operated video camera at Marker Dedication and Speaker events

Respectfully Submitted

Allison Arnold, Acting Membership & Recording Secretary