

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

MEMBERSHIP & RECORDING SECRETARY ANNUAL REPORT FOR 2022

**Membership** - Recorded additions to, and renewals of, members for mailing list. Forwarded information to Corresponding Secretary for generation of Thank You notes. At this date we have 82 members receiving minutes of each meeting; 74 via email, 8 via standard mail.

**Recording** - Transcribed and distributed minutes to members for the months of February through November.

**Additionally** –

Took part in or assisted with the following:

Distributing Flyers

Issuing email notifications of Meetings, Events, Programs

Posting museum-related items of interest and promotion on the Museum's Facebook pages as well as other pages of interest to Keeseville residents and followers

Assisting in basic webpage editing

Maintaining the weekly schedule for docents via SignupZone, an online scheduling service that allows volunteers to utilize their personal device to sign up for shifts during museum hours

Refining Membership Registration Form revisions, consulted on enhancing Membership Card and Thank You notes

Implementing new procedures associated with processing the new Membership Registration Forms, including training of volunteers

Operating video camera at Marker Dedication and Speaker events

Convening and facilitating meetings to adjust and polish the AFHS website

Participating in work days to prepare the Museum for opening and closing

Respectfully Submitted

Allison Arnold, Acting Membership & Recording Secretary