

Anderson Falls Heritage Society
96 Clinton Street
Keeseville NY 12944

MEMBERSHIP & RECORDING SECRETARY ANNUAL REPORT FOR 2023

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 88 members receiving minutes of each meeting; 80 via email, 8 via standard mail.

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

Additionally –

Took part in or assisted with the following:

Distributed Flyers

Issued email notifications of Meetings & Events

Posted 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

Participated in the Keeseville Community Arts Festival by creating a Scavenger Hunt brochure, distributing it at the Arts Festival, encouraging families to visit the Museum, and developing prizes for visiting children.

Maintained 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

Consulted on enhancing AFHS Business Cards

Operated video camera and trained others at Speaker events

Consulted with IT Administrator to refine the AFHS website

Volunteered as Docent and participated in work days to prepare the Museum for opening and closing

Respectfully Submitted

Allison Arnold, Recording Secretary