



California Surf Lifesaving Association

TO : CSLSA Board
FROM : Mike Beuerlein *mb*
DATE : October 17, 2002
SUBJECT : Secretary's Report

I am pleased to announce that CSLSA General Board Meeting Agendas and Minutes are now, and will continue to be posted, on the CSLSA website, on the *events* page. With the help of our Webmaster Pat Francis, everyone can now easily access the minutes and agendas. Under new business, I will be requesting that the Board of Directors allocate funds for the Secretary to purchase *Adobe Acrobat* software to make the website postings more efficient.

Since the Spring 2002 CSLSA General Board Meeting at Camp Pendleton, I have been busy with the following projects:

1. Completing and posting the minutes from Spring 2002 CSLSA General Board Meeting.
2. Representing CSLSA at the Spring 2002 USLA meeting in Daytona Beach, Florida.
3. Attending and participating in CSLSA Executive Board Meetings.
4. Completing and distributing the minutes from CSLSA Executive Board Meetings.
5. Officiating at the CSLSA Regional Competition.
6. Completing and forwarding the agenda for Fall 2002 *CSLSA General Board Meeting*.
7. Collecting and distributing CSLSA mail.

In an effort to facilitate communication, I would like to ask that all General Board members complete the sign-in sheet and include their current e-mail address. I would also like to request that all Executive Board Members and all Committee Chairs e-mail their reports to the Secretary at bermlin@surfside.net. In the case of Committee Chairs, this will include both the pre-committee and post-committee reports.