



# California Surf Lifesaving Association

Southwest Region - United States Lifesaving Association

PO Box 366 - Huntington Beach, California 92648

World Wide Web: [www.cslsa.org](http://www.cslsa.org)

**TO:** CSLSA Board of Directors  
**FROM:** Bill Richardson, Secretary  
**DATE:** April 15, 2010  
**SUBJECT:** Secretary's Activity Report

- A. I have completed Executive Board Minutes in Draft format and distributed them within five days of the meeting to seek corrections and additions while the meetings are still fresh in everyone's mind. Final Drafts are then submitted incorporating the additions and corrections. I intend to follow much the same procedure for the Board of Director's Minutes, although the timing will be somewhat longer, but certainly within the 30 day guideline established by the Bylaws.

To that issue, copies of the Minutes from the CSLSA BOD meetings will be distributed only to the Executive Board before departure to a USLA BOD meeting so that our actions here can be readily available. The Minutes themselves will NOT be posted on the Website until after our return from the USLA BOD meeting.

Even though I had been Secretary of the Region in the past, I am still working out the kinks in order to facilitate appropriate documentation of the Executive Board and Board of Director's meeting's minutes. While things are generally the same, there far are more meetings now than 18 years ago when I was last the Secretary of the Region.

- B. I undertook creation of two Communication's List for the Region to update that information and to facilitate improved communications within the Region.

The first is a general Communication List which lists Executive Board Phone Numbers & Addresses, Committee Chair Phone Numbers and a CSLSA Chapter Mailing List. The second is an Executive Communication List which lists the Officers and Committee Chairs contact information.

Copies of the Executive Communication List are available at this meeting for your convenience. However, please do not share the information contained in them with those outside of the Association.

- C. Mr. Moore and I continue to make ourselves available to the USLA Legal Advisor to assist with the Administrative Manual which contains the Bylaws and Policies and Procedures of the organization. In doing so we are able to remain up-to-date on any changes in them that might affect CSLSA or require changes tour manual.