

# Annual Report 2018

## CECA's Administrative Affairs

Anne-Marie Émond

---

In December 2017, Mila asked me to serve as a coopted member of the Board for "Administrative Affairs". Here is an update of my tasks for the period December 2017 – September 2018.

1. Was responsible for writing the minutes of the General Assembly in London which were later posted on the CECA website after the approval by the Board and provided a copy for the CECA archives along with the agenda of the General Assembly of 2017.
2. The regional reports and all other reports provided by Board members concerning the 2017 conference were sent to the website coordinator in order to have them posted on CECA website.
3. Since the London conference Board members received three times throughout the year a "To do" list in order to help the President maintain an updated time schedule of different the board members' tasks that needed to be completed before the Tbilisi Conference.
4. In collaboration with the President, I prepared the agenda of the General Assembly.