

UVic PEA
UVic Chapter - Annual General Meeting
November 10, 1998

Secretary's Report

I was elected to the Executive in November 1997 and have served as Chapter Secretary during this past year. Serving in this capacity has provided me with an enriching and rewarding experience and an opportunity to learn more about the University, the PEA, and the workings of the Chapter Executive.

My main function as Secretary has been to record and distribute the minutes of meetings and to forward approved minutes to be posted on the Chapter website. I would like to acknowledge the work of Tom Gore, who maintains the website and promptly posts minutes, announcements and other relevant documents. I would also like to thank Glen Darling, who keeps us informed of relevant issues and facilitates communication among the directors.

In any organization, effective and efficient exchange of information is vital. We are fortunate to have - through our website, the A&AP listserv, and the Local Representatives network - systems in place that allow for this information exchange. However, communication is not a one way street. These systems are only effective if you, as a member, participate. I encourage you to take the time, and to take the responsibility, to keep yourself informed on Chapter and Provincial PEA matters, and on University matters, and to make your views known to the Executive.

I wish to thank all my colleagues and, in particular, the other directors for their encouragement and support over this past year.

Respectfully submitted,
Maggie Cooper Little
Secretary
UVic Chapter, PEA
