



PACTA Professional Animal Care and Training Association of BC

Secretary's Report for 2022

Submitted for the Annual General Meeting on March 5, 2023

I have served as PACTA BC Secretary since 2020, and am currently in my third year of a three year term. I am also a member of the Marketing Committee (combined from the previous Website Committee and Social Media Committee), and the Events Committee, and there is overlap between those positions and my role as Secretary.

My main duties have been to monitor PACTA BC's email, mail and Facebook Messenger accounts and respond accordingly, email our members through our website, and record and file the minutes of our Executive meetings. As a PACTA Professional Member, I am also able to contact other Professional Members about our confidential online Roundtable sessions. At general meetings such as our AGM, I collect proxy forms and submit them to our Elections Officer for verification to help ensure everyone who participates gets their vote. After each AGM, I update our Board of Directors list with the BC government via Societies Online.

A good portion of my time is spent learning and working with NationBuilder, the website platform we started using in 2020. PACTA BC's Membership Secretary, Candy Milliard, and I work together to keep our membership database updated. If any member has worked with NationBuilder, or would like to learn, we'd love to have you join our team!

It's always great to hear from our members, and for those who would rather speak than type, I'm happy to set up a phone, Zoom or Facebook call to chat.

Respectfully submitted,
Christine Heal
Secretary, PACTA BC
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