

BCPTA Recording Secretary  
2021-2022 Annual Report  
Kaela Blahey

In this role I completed the following tasks in the 2021-2022 year:

- Attended board and committee meetings
- Took board meeting minutes and sent to board for approval and/or edits
- Edited meeting minutes and sent final copy to board members
- Attended all BCPTA events
- Played registration role for all BCPTA events
  - Corresponded with participants regarding registration and attendance requirements for continuing education credits
- Shared advertisements with personal/professional network to promote BCPTA events