

BCPTA Recording Secretary
2024-2025 Annual Report
Kaela Blahey

In this role I completed the following tasks in the 2024-2025 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 and played registration role for events
- Shared advertisements with personal/professional network to promote BCPTA events