

2023 Annual Report of the Secretary

It has been a blessing and honor to serve each of your secretariats along with the other dedicated and loving brothers and sisters of the National Lutheran Secretariat (NLS) Executive Committee (NLSEC) this past year.

My primary responsibilities have included:

- Regularly praying for the leaders and members of all our affiliated secretariats and the members of the NLSEC.
- Documenting minutes of the 2022 annual meeting, the December 2022 special meeting of the NLS and each NLSEC meeting, posting approved minutes to the NLS website, and sharing approved minutes with the NLS archivist.
- Conducting the annual activity report request of all affiliated secretariats (using contacts in our database). As replies were received, I confirmed receipt of the response and shared with that secretariat the number of voting delegates that could represent the secretariat at the 2023 NLS annual meeting.
- Compiling the list of authorized delegate names from each secretariat for the December 2022 special meeting and the 2023 NLS annual meeting. This includes contacting secretariat leaders who have not officially authorized delegates and to resolve discrepancies between registrations for the NLS Annual Gathering and named, authorized delegates.
- Receiving contact updates from secretariats and individuals and sharing those updates with the NLS database coordinators. A huge thank you goes to the secretariats who have shared their secretariat roster with NLS each time changes to the roster happen.
- Responding to communications addressed to the Secretary email account.

Beyond these core functions, I also:

- Actively participated in a committee to make final bylaw recommendations in preparation for the 2023 special bylaw meeting.
- Participated in town hall meetings in preparation for the 2023 special bylaw meeting.
- Created a survey to facilitate the annual activities reporting process. Thank you to all of you who replied to the survey so quickly.
- Updated contact information in the NLS Constant Contact account for hundreds of contacts.

Please continue to share updated contact information for your secretariat's leadership. Having this contact information is an essential element in maintaining our relationship.

For the opportunity to serve you and God as the NLS secretary this past year, I am honored and grateful.

God's peace and joy!

Carolyn Witham

NLS Secretary