SIEC-ISBE General Secretary Report

October 2022

September 2021—Met with Lila Waldman and all records of SIEC-ISBE were transferred to me.

Over the past year, I have maintained the records of the organization and communicated with the Executive Committee and National Chapters.

National Chapter and Executive Board Activities

* Sent invoices and reminders for chapter memberships
* Requested agenda items, chapter reports, voting delegates, and chapter president designees for Board Meeting
* Prepared and distributed agendas (2022) and minutes (2021) for the Virtual Board Meeting and Assembly of Delegates
* Sent newsletters to chapter presidents for distribution
* Set up numerous virtual National Board and Executive Committee Meetings

Conference Activities

* Updated website for conference
* Prepared payment structure and maintained a list of registrations on a weekly basis
* Attended numerous planning meetings as part of the Executive Committee

Other

* Updated the website and brough control of the site back to the General Secretary
	+ We has been using an outside webmaster; however, the expense was too great for the organization to maintain
	+ I now maintain the website and keep it updated, as needed
* Ongoing communications with International President and Executive Committee Members
* Set up EC meetings
* Distributed agendas and minutes of all EC meetings in a timely manner
* Answered questions from SIEC members and potential members
* Met with CESA representative, Tony Shannon, to plan a special edition of the IJBE for the CESA Discussion Papers
* Worked with Gerry to communicate with international members about membership renewal and moved international membership to the SIEC Fiscal year instead of an anniversary renewal cycle.
* Communicated with Peter about the IJBE Journal and Maree about the newsletters
* Worked with Lee Kantin on the SIEC Tax preparations
* Maintained all financial documents for the year, audit is pending
* Collected online registrations for the international conference
* Provided support to the US Chapter as they continue to grow and develop the new US Chapter

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Chapter | 2021 – 2022 Individual Members | 2021 – 2022 Collective Members | 2020 – 2021 Individual Members | 2020 – 2021 Collective Members | 2019 – 2020 Individual Members | 2019 – 2020 Collective Members |
| Austria | 27 | 0 | 27 | 0 | 27 | 0 |
| Finland | 8 | 2 | 5 | 2 | 2 | 2 |
| Germany | Inactive |  | 45 | 5 | 45 | 5 |
| Iceland | 1 | 1 | 1 | 1 | 1 | 1 |
| Int’l | 15 | 1 | 13 | 1 | 16 | 1 |
| Korea | 12 | 1 | 17 | 1 | 18 | 1 |
| Poland | 5 | 1 | 4 | 0 | 3 | 0 |
| Sweden | 5 | 0 | 7 | 0 | 16 | 10 |
| USA | 43 | 2 | 169 | 0 | 305 | 0 |