

BCPTA Recording Secretary
2023-2024 Annual Report
Kaela Blahey

In this role I completed the following tasks in the 2023-2024 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 May 2024 event
- Shared advertisements with personal/professional network to promote BCPTA events