

# **MARYLAND STATE FIREMEN'S ASSOCIATION**

**Representing the Volunteer Fire, Rescue, and Emergency Services Personnel**

[www.msfa.org](http://www.msfa.org)

## **SECRETARY'S OFFICE REPORT TO THE EXECUTIVE COMMITTEE**

**Damascus, Maryland**

**September 22, 2007**

President Sterling, Officers, Executive Committee:

Since our last Executive Committee Meetings the Secretary's Office has been very involved serving our Association. The minutes of the last Executive Committee Meetings have been transcribed and distributed to those on the msfa mailing list and posted on the website

The 2007 Convention Proceedings Book has started to be transcribed and put together for the printer.

All Committee Chairpersons are reminded that they need photos to be used in the Convention and Conference Program Book and the Proceedings Book. Also if you have not had a recent photo taken please see Ronnie Watkins for a new one.

The Secretary's Office has worked very hard with the President to have the Annual Directory as up to date as possible and published in a timely manner. If you have any corrections or additions to your addresses, phone numbers, pagers or E-mail please provide them to us.

Assistant Secretary Joe Cooper and his crew again did a fine job with the Convention and Conference Registration and Voting. I would like to thank everyone who assisted with this for their commitment and dedication.

Each officer, committee chairperson, and organization representative are reminded that the reports submission process prior to the Executive Committee Meetings are done for the purpose of making the meetings move more smoothly and quicker. This process gives the Executive Committee members and officers a chance prior to the meetings to review your reports, and take action on items that may require it with timely information. They cannot review your reports if you have not submitted them.

Each officer, committee chairperson, and organization representative are reminded that if you are not able to meet your scheduled reporting time for the meetings to please contact the Executive Committee Chair to make arrangements.

The Secretary's Office is a team, working together for the betterment of our Association. If we can be of assistance to you or your committee please contact us. Don't forget to communicate, so that everyone has the advantage of keeping up with the affairs of the Association and the well being of the emergency services family. Thanks to the Assistant Secretaries, Financial Secretary

and Treasurer's  
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Office for their continued fine assistance and many services provided for the betterment of our Association.

Respectfully submitted,

Office of the Secretary  
Leonard T. King, Sr., P.P.  
Joseph A. Cooper  
Ronald E. Watkins  
Jacqueline M. Olson  
J. Edward Cross