



**Secretary Report for OHSLA Spring Business Meeting
May 7, 2021**

Updates to the OHSLA *Policy and Procedure Manual*:

- Added the OHSLA Electronic Communication Guidelines & Policies, prepared by Loren Hackett (Section 6, Appendices)
- Moved the Bette Sydelko Scholarship Committee (Section 3, Standing Committees)
- Copied 2017 manual into Word format for easier editing and bookmarking (i.e., latest copy was available in PDF only). Recommend having the latest copy of manual in Word for future changes.

Updates to the OHSLA Bylaws:

- Added brief description of Bette Sydelko Scholarship Committee (Article V, Committees and Appointed Positions, Section 2, Standing Committees).

Other updates:

- Finished editing meeting minutes from November 2020, and the January and February 2021 executive committee minutes. Marilia is grateful to Don for sharing his meeting notes to help with revisions and Heidi for her help. The February minutes were written by Don.
- The documents mentioned in this report will be posted on OHSLA Dropbox.