

Secretary Report – October 2025

- Completed August 2025 minutes
 - added to LPIN Google Drive
 - https://drive.google.com/file/d/1qXbRVdAz3WkTsKfqNTCglq4PWUQD72-Z/view?usp=drive_link
 - Sent to SCC for review and approval
- Retrieved four fire safe lock boxes from Alyssa Salgado.
 - Boxes contain meeting minutes and county affiliate documents.
- Retrieved numerous party, campaign, and convention materials from Greg Noland.
 - Evan and I spent two days going through everything. We discarded all the trash or multiples of items. We organized and categorized all salvageable items.
- Added all approved minutes and agendas for 2025 to CiviCRM
 - Created and archived page for all minutes and agendas prior to 2025
 - <https://lpin.org/scc-archive/>
- Spent time organizing files from the retrievals.
- Goals for next month:
 - Digitizing meeting minutes dating back to approximately 1997
 - Adding minutes and files to CiviCRM archives
 - Adding to Google Drive
 - Digitizing county files
 - Set meeting time for LNC Booklet team to meet
 - Set meeting time for LPIN Policy Manual team to meet