

## BOTANICAL SOCIETY OF AMERICA

### Secretary's Annual Report, 2002

I served as the Society's Secretary at the BSA Annual Meeting in Albuquerque, NM, Saturday, Aug. 11 through Thursday, Aug. 16, 2001. In this capacity I took minutes at the Executive Committee meetings Saturday night and Thursday morning, at the BSA Council meeting on Sunday, and at the BSA Business meeting on Tuesday. In addition, I served as the recorder for the BSA Strategic Planning meeting on Thursday, Aug. 16, and summarized and distributed to the meeting participants the results of this planning exercise. I also prepared the announcements for the Society Awards presented at the BSA Banquet. The award descriptions and winners were given to *PSB* Editor Marsh Sundberg and published in the *Plant Science Bulletin*, as were the BSA Council reports.

I participated in, took notes, and distributed summary minutes from the spring Executive Committee meeting in St. Louis, OH, April 5-7, 2002. I participated in the ongoing Executive Committee discussions and decisions on BSA business, which occur via e-mail throughout the year. I also responded to inquiries and correspondence directed to the BSA Secretary. I sent out reminders to Committee members concerning deadlines for their Committee work. I have worked with Marsh Sundberg and Jeff Osborn to develop ideas for affiliated society memberships and begun to organize re-writing the Duties of Officers handbook.

With the help of Webmaster Scott Russell, I collected the annual reports of the Executive Committee, the BSA Council members, and the Committee Chairs, compiled the reports, and posted them on the BSA webpage. I helped President Judy Jernstedt and President-elect Scott Russell plan the agendas for the 2002 BSA Council and Business Meetings and the agenda for the BSA Banquet, as well as the agendas for the pre- and post-meeting Executive Committee meetings.

Respectfully submitted,

Jennifer H. Richards, *Secretary*,  
*Botanical Society of America*