

## Contracted Executive Assistant Report March 26, 2021

Bertha Yagos

1. Thanks to all of you for trusting in me during this unprecedented time and all the unknowns and things to figure out. I feel very appreciated.
2. I feel the entire convention went extremely well and feel totally confident planning for next year whether we are virtual, in person, or some form of hybrid.
3. One major recommendation: The recording of the live sessions needs some polishing up if we go that route again. Most of the techs let everyone in from the waiting room and started the recording immediately after the previous session was finished and there was a long preamble before the start of the next session with speakers not sure of when to start and visiting amongst the attendees. Somehow the instructions from Christine and myself did not quite register. I now have examples of a properly recorded session and ones with the preamble which can be shown as examples of what we do and do not want so that should help if we have live recorded sessions next year.