

# **SUGGESTED FORMAT FOR A YEAR OF HISTORY FOR VAST HISTORICAL RECORDS**

**History of VAST for the Year \_\_\_\_\_ beginning June 1 and ending May 31 \_\_\_\_\_**

1. Listing of the officers and members of the executive committee:

PRESIDENT (Name), VICE PRESIDENT PROGRAMS (Name), VICE PRESIDENT EXHIBITS (Name), SECRETARY (Name), TREASURER (Name)

2. Listing of all members of the VAST Board of Directors in good standing (i.e., active) at year's end by Name.

3. Statement of general member meetings held, date of meeting, location of meeting, program presenter.

4. Statement of of Board of Directors meetings held (dates) and Called and Recorded Executive Committee Meetings (dates)

5. List of Exhibits held by VAST, dates, locations, notation about catalog produced (book style, brochure style, etc.), list of Best of Show and First Place winners for exhibits (optional).

5. List of Workshops held, dates: presenters, locations, number in attendance.

6. List of projects undertaken by VAST with or for the community (if applicable). [VAST's non-profit membership in GDAC would be noted here.]

7. President's brief statement (optional).