

Round Table Topic: Secretaries

Date: 3-??-2019

Moderator: Thad N **Secretary:** Not identified

Identified Topics:

Attending secretaries shared about their respective responsibilities and roles in their Areas.

1. **Translation:** Does your Area use translation software or people to translate documents and communications? Most people have a Translation Committee. Many have paid and professional interpretation at Area meetings. Translation is required on websites, emails, and documents. Most documents and newsletters are emailed. Area 08 still uses U.S. Postal Service for newsletters and minutes.

2. **Technology used in your role:** You can use a USB foot pedal to slow down, pause, reverse, etc. while transcribing minutes. Most use computers to write minutes and store recordings (MP3). Some use two recording devices plugged into MP3 recorder for better quality audio from sound system. Audio to text is expensive and does not work very well. Some Areas save the audio files while others don't. Email to General Service Office Conference coordinator.

3. **Rosters:** Some secretaries maintain rosters. Other Areas are maintained by Registrars.

4. **Motions Book:** Some Areas maintain a list of all past motions in a consolidated book.