



African Methodist Episcopal Church

Fifth Episcopal District Lay Organization

Sixty Fifth (65th) Annual Session

FIFTH DISTRICT LAY CONVENTION

Hosted by: California Conference

District office:

Recording Secretary

Name of District officer:

Jacqueline M. Payton

Activities / Projects / Accomplishments:

- Met with past Recording Secretary
- Retrieved USB drive with prior year meeting minutes for 5th District meetings and other pertinent information
- Recorded Minutes for Executive Board Meeting in November
- Created an Executive Board Rooster

Future Office Plans:

- To work closely with the 3rd Vice-President, Assistant Recording Secretary and Corresponding Secretary as a Communications Team
- Create a Minute Repository or Data Bank
- To Conduct a Mock Election
- To create a 5th District How to Conduct an Election Reference Guide
- To create a 5th District Secretaries Manual

Recommendations:

- Recording Secretary and Assistant Recording Secretary alternate taking minutes
- All Meetings are recorded to ensure accuracy of Recording and Reporting
- Create a Minutes Repository

Help needed:

- Prayers
- Seasoned Layman to help create an Elections Reference Guide

Budgetary Needs:

2022-23 District Officer Budget needs: **None at this time**