

**American Association of Physical Anthropologists
2020
Report of the Secretary**

The tasks assigned to the Secretary are to (1) maintain all digital records of the Association and provide for their long-term archiving, (2) take and distribute notes of all Executive Committee and Officer meetings, (3) assemble and format all Annual Meeting Business Reports for ultimate publication in the pages of the *AJPA*, and (4) update and maintain the *Handbook for the Association Officers, Editors, Executive Committee Members, and Committee Chairs*. The Secretary also has administrative access to the Association's website (www.physanth.org) and is on hand to add or edit content. Starting this programmatic year, the Secretary also now sits on the *ad hoc* Media and Communication Committee as the Executive Committee liaison.

These duties and tasks have all been completed or are ongoing, as needed.

Respectfully submitted,
Graciela S. Cabana
AAPA Secretary