

**American Association of Physical Anthropologists
2021
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.

On May 15th I carried on my predecessor's tradition of a "Data dump" day where I called for all files from all committee chairs to be archived on the iDrive. I received files from the Vice President, Committee on Diversity, Membership Committee, and Student Program chairs.

The minutes of the June and October 2020 meetings were distributed to the Executive Committee members prior to the subsequent meeting

The Annual Meeting Business Report was prepared and published by my predecessor, Graciela Cabana

There were no updates to the Handbook this past year.

The Secretary became Admin for the Association's website, the Facebook page, Student Facebook page, and Twitter account

In October 2020 the Secretary shifted from being the ExComm liaison to the Media and Communication Committee to being the Chair. Further Secretary activities in that capacity are in that report.

Respectfully submitted,
Sheela Athreya
AAPA Secretary