

SECRETARY'S REPORT

Libertarian Party of Colorado

State Convention • 2026

Reporting Period: December.. 2025 – April 2026

Core Responsibilities

Over the past five months, the following essential Secretary duties have been fulfilled consistently and without interruption:

- Recorded minutes for all board meetings
- Compiled and distributed monthly board reports to leadership
- Managed the organization's official calendar to ensure coordination across leadership

Strengthening Board Operations

Beyond baseline duties, active steps were taken to improve the professionalism and effectiveness of board operations:

- Worked closely with the Vice Chair on technology setup for board meetings, including hands-on coordination of physical equipment at the Independence Institute to ensure meetings ran efficiently and without disruption.
- Collaborated with the Vice Chair to begin development of a secretary position continuity binder, preserving institutional knowledge and enabling a smoother transition for future leadership.

Engagement & Outreach

Represented the party at numerous affiliate meetings and events, maintaining strong county relationships and ensuring alignment across the organization:

- Attended multiple affiliate meetings and social events across Douglas, Arapahoe, Clear Creek, and El Paso counties.
- Attended the Arapahoe County Annual Convention in an ex-officio board member capacity.
- Supported sustained alignment and communication between the state board and county-level affiliate organizations.

Communications & Public Presence

Significant effort was directed toward improving the party's communications and public-facing presence:

- Designed and distributed the official Call to Convention postcard to members statewide.

- Coordinated placement of an announcement in the Denver Post to increase public visibility for the annual convention.
- Collaborated with LPCO Chair to improve the party website by removing redundant or outdated pages and enhancing overall usability, making it more accessible and effective for both members and the public.

Looking Ahead

Through these collective efforts, the focus has remained on increasing organizational efficiency, improving communications, and strengthening the infrastructure that supports our board and county affiliates. The Secretary looks forward to continuing this work and building on the progress achieved over the past five months.