

**American Association of Physical Anthropologists  
Secretary's Report  
2018-2019**

The office of the Secretary-Treasurer has been in place since the first meeting of the American Association of Physical Anthropologists in 1930, at which time E.A. Hooton took up the position.

Given the increasing burden of the dual tasks of Secretary and Treasurer, the office was split into two in 2018. At the 87th Annual Meeting, Graciela Cabana was elected Secretary of the Association while Rachel Caspari continued on as Treasurer.

The tasks assigned to the Secretary at this point have been 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, and (3) assemble and format all Annual Meeting Business Reports for ultimate publication in the pages of the *AJPA*. The Secretary also has administrative access to the Association's website ([www.physanth.org](http://www.physanth.org)) and is on hand to add or edit content.

Thus far, I have organized and archive the Association's records in digital format. I have also taken/distributed notes of Executive Committee and Officer meetings, and assembled all Business Meeting reports for presentation at our Annual Meeting.

I look forward to preparing the *Proceedings* volume of our 88th Annual Meeting.

Respectfully submitted,

Graciela S. Cabana