

Please observe the highlighted text!

SECRETARY'S PROCEDURE TO COMPILE MINUTES

A MAJORITY CONFIRMATION IS NEEDED BY THE (EXECUTIVE COMMITTEE MEMBERS - EXCEPT THE SECRETARY} THE EXECUTIVE COMMITTEE SHOULD USE "REPLY ALL" TO AN EMAIL WITH THE ATTACHED MINUTES. AND THAT SAME EMAIL SHOULD BE FORWARDED TO THE WEBMASTER.

THE MAJORITY OF THE EXECUTIVE COMMITTEE IS NEEDED BEFORE MINUTES CAN BE SENT TO THE WEBMASTER AND UPLOADED TO THE WEBSITE.

WHEN THEY ARE SENT TO THE WEBSITE THE MINUTES MUST BE SEPARATED INTO A MAXIMUM OF 25 MB FOR UPLOADING.

THE FLIERS; NO MATTER HOW FEW ARE TO BE SENT SEPARATELY FOR THE WEBSITE EVENTS PAGE [UNLIKELY BUT FLIERS ALSO FOLLOW THE MAXIMUM 25 MB REQUIREMENT].