

THE HOGPEN

NEW ORLEANS HOG CHAPTER #2023

MEETING MINUTES / NEWSLETTER PROCEDURE

In order to ensure that the Chapter meeting minutes / newsletter are correct, all Chapter Officers will be receiving a draft copy of the chapter meeting minutes / newsletter from the Chapter Secretary.

DO NOT share the contents of the draft chapter meeting minutes / newsletter either verbally or in print. Please refer all inquiries to the Chapter #2023 Website for the posted chapter meeting minutes / newsletter.

Review the draft copy you received and in a return email forward your comments or changes, for your section, back to the Chapter Secretary. If you have no changes, please indicate that in a return email to the Chapter Secretary.

As the Chapter Secretary receives a Chapter Officer's response, the needed changes will be applied. After the changes from all Chapter Officers have been applied, the Chapter Secretary will then send the corrected / updated draft chapter meeting minutes / newsletter to the Chapter Webmaster.

The Chapter Webmaster will review and edit the draft chapter meeting minutes / newsletter to ensure it is in proper form, format and is following internet requirements for posting on the Chapter #2023 Website.

Once the Webmaster's review has been completed, the Chapter Webmaster will post the chapter meeting minutes / newsletter, in proper format, on the Chapter #2023 Website and inform the Chapter Director that the meeting minutes / newsletter has been posted on the Chapter #2023 Website.