

Date: November 19, 2015

From: John Voorhees
PCWIN Executive Director

To: PCWIN Board of Directors

Re: PCWIN Executive Committee/ Board of Directors 2016 Meeting schedule

I propose the following schedule for Executive Committee and Board of Directors 2016 meetings:

January 21, 2016 – Executive Committee

February 18, 2016 – Board of Directors

March 24, 2016 – Executive Committee

April 21, 2016 – Executive Committee

May 26, 2016 – Board of Directors

June 23, 2016 – Executive Committee

July 21, 2016 – Executive Committee

August 25, 2016 – Board of Directors

September 22, 2016 – Executive Committee

October 20, 2016 – Executive Committee

3rd Thursday in November and/or 1st Thursday in December – Board of Directors (Executive Committee as needed)

The September 2012 Business Plan states that, “The Executive Committee will conduct regularly scheduled meetings. These meetings shall be held at least once monthly prior to the Board of Directors’ meeting”. It also states, “The Board of Directors shall hold regular meetings monthly, except to the extent that, and for such periods of time as, the Board of Directors shall determine that regular meetings should be held more or less frequently”.

I believe this schedule meets the intent to regularly meet and have an active and engaged Governance structure. With your permission I will implement this new schedule. The Business Plan also states that the members of either committee may call additional meetings as needed.

Respectfully,

