



Hello All! I think we all share the same frustration of having so much we want to accomplish and having limited time together as a Board, as well as limited time in general. I just wanted to remind everyone of the existing protocol for construction of our meeting agendas. I have added an additional step to allow for expanded discussion outside of the board meetings.

The meeting in January has a slightly different time line because of the holidays. It is listed below. Thank you and Happy Holidays!

### Deadlines for January Board Meeting/Retreat Logistics

**December 7: Strategic Plan discussion session**

11:30 am -12:30 pm

APA California Conference Line: (866) 499-7054

Passcode: 2991253365

**December 11: All Requests for Inclusion on Agenda (RIAs) due**

**\*\*Last day to book hotel room\*\***

**December 14: Draft agenda to be distributed to the Board**

**December 17-19: Discussion Sessions**

Agenda requests will be reviewed and if any warrant a longer discussion, a conference call will be set up to discuss those items on a conference call during this timeframe. If needed a call can be set up the week of the Board Meeting as well.

**December 20: Final attachments due for any items to be included on the agenda (both consent and action items)**

**December 21: Agenda and attachments to be posted online**

## Protocol for Board Agenda

Time	Activity
Board Meeting	<ul style="list-style-type: none"> <li>• All VP reports will be on the consent calendar unless Board discussion or action is needed.</li> <li>• Section Directors will submit a single consolidated report.</li> <li>• Every Board Meeting, one to two Sections Directors will be asked to speak on a specific topic. Section Directors can submit a Request for Inclusion on Agenda (RIA).</li> </ul>
Between week 2-3	Final Agenda and all materials will be posted. <b><i>Items whose material are not posted in advance may not be included on the final agenda.</i></b>
4 weeks out	<p><b>Due:</b></p> <ul style="list-style-type: none"> <li>• All Board Director reports for consent calendar.</li> <li>• Materials for decision and discussion items.</li> </ul>
Between week 4 -5	<p><b>Action:</b> Any item that will discussed by the Board and requires an action, must have a Discussion Session (phone conference). The Board member who has submitted the item, will make any changes that are agreed upon and highlight issues of disagreement and submit.</p> <p><b><i>Draft Agenda will be send out.</i></b></p> <p>The President will participate in the monthly Section Directors call to discuss the agenda items.</p> <p>Section Directors will discuss the draft agenda with their Section Board, before the Board Meeting, if necessary.</p>
5 weeks out	<p><b>Due:</b></p> <ul style="list-style-type: none"> <li>• Request for Inclusion on Agenda (RIA), Board Decision: Includes any issues that require a Board action of decision. <b>Submit:</b> Description of item or a Report to Board</li> <li>• Request for Inclusion on Agenda (RIA), Board Discussion: Issues that a Board member would like input on or thinks is an issue that needs Board attention. <b>Submit:</b> Description of item and why you think it is important.</li> </ul>

