

For Board Meetings

Prior to Meeting

Federal Register Notice must be **PUBLISHED** a week prior to Board Meeting. Three signed originals go to the Federal Register by 4:00 p.m. two working days prior to date it must be published.

It will go on display the same day, but be published later. Copies of this notice go to reading room, board files, Eileen, Tom, and Tracy.

Make sure we have supplies needed such as coffee, cream, sugar, audio tapes, etc. (Store up ice.)

Put together any copies of letters, etc. that have not already been mailed or faxed to the Board.

Prepare form to be used by DGM during the meeting to record the votes for the Vote on the Question of Closing the next meeting.

Prepare Statement of the Presiding Officer Regarding the (date) Closed Meeting. This will be edited upon adjournment to list who was in attendance then signed by Jack.

Prepare Certification of General Counsel.

Prepare Schedule for the two days.

Prepare Agenda for the Open Meeting.

Meetings

Order lunch.

Coffee, water, etc. prepared and set out for meeting.

Take minutes of open and closed meetings and briefings.

After Meetings

Gather documents, tapes, notes, etc. to be placed in the SCIF.

Edit the Presiding Officer Statement and get Jack to sign.

Put supplies away and TURN OFF BURNERS.

Put Vote to Close, Statement of Presiding Officer, Certification of General Counsel, approved minutes of previous open meeting, etc. in the Reading Room.

Write minutes of the open meeting and the closed meeting and distribute for additions and corrections by teams, team leaders, Jeremy, and David.