**PRODUCTION & DISTRIBUTION OF**

**BOARD AGENDA AND COMMITTEE BOOKS**

September 11, 2013

The Board agenda books are copied and assembled by the Office Assistant, with assistance as needed from program and administrative staff.

Some Directors prefer the agenda books to be emailed to them. To accomplish this, the Program Assistant scans the pages comprising the agenda book as PDF files. The scanned sections are sent to the Grants Administrator to combine, format and apply bookmarks. When complete, she will email the file to the Program Assistant for the first review. After any changes have been made, the Program Assistant forwards the book in PDF format to the Program Staff. When they have reviewed and approved the book, the Program Assistant informs the Grants Administrator and she then applies the password protection and sends it to the Program Assistant for distribution to the Directors.

After production of the book, the original GPR forms should be returned to the Program Assistant for filing, after the grant histories have been removed.

The same PDF process is used for each of the Sector Committee Meeting agenda books.