



**To:** Board of Directors  
**From:** Edward I. Miller, President  
**Date:** February 14, 2019  
**Subject:** Board Meeting Attendance

Background

It is important for all directors to attend board meetings as much as possible. We understand there are times of extenuating circumstances which prevent attendance.

Recommendation

If you are unable to attend a board meeting, please contact the board clerk (by telephone or email) of your absence at your earliest opportunity.