

Please direct all
communications to:

P.O. Box 459
Grand Central Station
New York, NY 10163
Fax: (212) 870-3003

MEMO

TO: All Conference Members

FROM: Scott H., chair, General Service Board

DATE: September 12, 2025

New Board Packet Process

Attached to this memo is a revised format of what we have traditionally referred to as **Board Minutes**. The sharing of these minutes has been a topic of ongoing discussion over the past several years. It was recently discussed by the Cross-Functional Communications Working Group, which suggested that this issue be prioritized and offered a summary of its discussions to the Board for the Board's consideration.

After reviewing input from both the Working Group and Conference members, the Board has decided to update its processes as a trial. The attached format reflects our efforts to address longstanding concerns and improve communication.

Key Changes

- **Anonymized Committee Reports:** Trustees' Committee reports will now be anonymized to facilitate easier distribution. These reports will not include committee recommendations to avoid confusion regarding items not yet approved by the Board.
- **Board Decisions:** All decisions passed by the Board will be documented in the Board Minutes.
- **Distribution Guidelines:** These packets are intended solely for Conference members. While you may choose to share relevant information further as part of your role, we ask that the packets themselves not be forwarded directly.
- **Posting Timeline:** Our goal is to post these materials in OnBoard approximately three weeks after each Board weekend. Please note that this timeline may be affected by factors such as workload, Regional Forums, and staff availability.
- **Quarterly Report Cadence:** We are also working to regularize the timing of the publication of the Quarterly Report, though it is subject to similar scheduling challenges.

Additional Notes

- **Role of Regional Trustees:** This process does not change the fundamental role of regional trustees in communication. It is intended to reduce their workload and ensure parity in the information shared.
- **Translation:** Local committees will be responsible for translating these packets. The Board has determined this to be the most time and cost-efficient approach, consistent with past practice.
- **Trial Period:** This is a trial process. The Board will evaluate its impact on communication efficiency and workload—particularly for staff and Board members.

Thank you for your continued support and engagement.