

How to guide for sending correspondence to the Board

- Put your question, concern, or issue in writing.
- Follow up any phone calls received in response with an email documenting the conversation.
 - Example *"Regarding our phone conversation on XX date, I would like to confirm my understanding of what we discussed [include summary of phone call]..."*)
- State in your correspondence whether you would like for it to be made public as a part of a board meeting agenda.
- The deadline for inclusion in a regular board meeting agenda is noon on Monday the week prior to the board meeting.
- CC or BCC us at newwestdpacchair@gmail.com if you would like advocacy support or to make us aware of your issue.