

To: Board and Dr. Carol Kelley
From: Amy Felton, Rupa Datta and Chris Jасulca
Date: November 5, 2015
Re: Board Responsibilities, Procedures and Protocols

Please see attached draft revisions to the Board Responsibilities, Procedures and Protocols (with revisions and a clean copy). The Policy Review Team's plan is to reformat or redesign the document so that it is easier to read and follow once the revised language has been approved. The reformat will have little to no impact on the actual content.

Please contact Amy with any questions regarding the draft.

Thanks.