

## **For our Members & Guests attending our Board of Trustee's Meeting**

Thank you for attending the Woodlea Manor Board meeting. In order for us to have a productive Board meeting, we ask you to follow a few simple guidelines.

1. Please print your name on the sign in sheet with your street address, phone number, and email address. This will make it possible to have your name properly recorded in the minutes, enable us to contact you if a follow up to any questions you might have is necessary.
2. If you would like to address the Board during "Members Time", please indicate so on this same sign in sheet. Members Time is usually the first item on the agenda. Each member will have three minutes to address the Board, but may leave additional written comments. These comments will be circulated to all Board members, including any members not in attendance, for later consideration. If there are a large number of members who wish to address the Board, the Chairman may extend the allotted time for this portion of the Boart meeting.
3. Please do not address the Board until you have been recognized by the President. This applies not only to Members Time, but during all other sections of the Board meeting.