MEA meeting template:

Board page: <https://www.mea.coop/co-op-benefits/board-of-directors>

Attending an MEA meeting: MEA board meetings are usually held on the 2nd Monday of each month at 4 p.m. The Board meets at MEA’s headquarters at 163 Industrial Way in Palmer.

Those wishing to attend remotely should go to the MEA Board page. Use the link or go to the MEA website and select “Board of Directors” from the pull-down menu labeled “Co-Op Benefits” at the top of the page. About 2/3rds of the way down the page are instructions. Remote attendees must register in advance. Register by clicking on the link labeled “Please Register on Zoom” and providing the requested information. You can indicate on the form if you intend to speak at the meeting. After you submit the form, you will be emailed a link to the meeting.

If you wish to call into a meeting by phone, you still need to fill out the Zoom registration form—instructions for joining by phone are included in the email you will receive.

Remote attendees who wish to speak at a meeting can sign-up when they register. The Chair will also usually ask if anyone wants to speak during the “Persons to be Heard” portion of the meeting.

The meeting agenda will be posted near the bottom of the Board webpage at least three days in advance of most meetings. Copies of the CEO’s report and audio recordings of meetings are posted in the meeting archive (there is a link labeled “View past Board Meeting Minutes and Materials” near the top of the page OR the “Board meeting archives” near the bottom). Board packets are not shared.

MEA has a seven-member board. Four directors represent geographic districts and three are at-large. They serve 3- or 4-year terms (they are currently transitioning to all directors serving 4-year terms). They have term limits of three consecutive terms—after serving three terms, they must leave the board for 2 years before they can run again.

**MEA BOARD MEETING TEMPLATE**

Intro section: Roll Call, Pledge of Allegiance, Safety Moment, Acceptance of Agenda

**Board members in attendance:**

**Persons to be heard:**

1.Name:

Comment:

2. Name:

Comment:

3. Name:

Comment:

**Committee Reports:**

1. Committee:

Presenting:

Of interest:

2. Committee:

Presenting:

Of interest:

**CEO’s Monthly Report:**

1. Topic:

2. Topic:

3. Topic:

**Unfinished Business:**

1. Topic:

Presenter:

Points of interest:

**New Business:**

1. Topic

Presenter:

Points of interest:

Vote (if any):

2. Topic:

Presenter:

Points of Interest:

Vote (if any):

3. Topic:

Presenter:

Points of Interest:

Vote (if any):

**Executive Committee:**

What items will be discussed:

1.

2.

3.

**Director Comments (if present to hear):**