

Board Communication with Membership

Minutes

- The Sail Chicago Secretary or designate will take minutes at all Board meetings.
- The Secretary will write a brief article for the following month's "Between the Sheets" outlining important points covered at the meeting.
- Minutes will be approved by the Board the following month.
- The Secretary will post the approved minutes to the Member Page of the Sail Chicago website.

Correspondence from Members

- On all member correspondence (e-mail or otherwise) with "The Board," the Secretary and/or the Chairman is responsible for acknowledging the correspondence within a period of three days.
- While an individual Board member may respond to correspondence from a Sail Chicago member, the responding Board member must make it clear in the first sentence of the reply that any comments offered are personal and do not necessarily reflect the view of the entire Board.