

January 24, 2024

Dear ISMETA Board,

We are looking forward to meeting with you at the next ISMETA Board Meeting:

January 29, 2024

12:30 AM - 2:30 PM Eastern

Link to Meeting

(Meeting password: ismetaBD)

Prior to each Board meeting we send you the "Board Packet". This meetings packet is comprised of:

- Agenda for the meeting
- <u>Committee Reports.</u> Read in advance and direct questions to Chair-people prior to the meeting.

Please thoroughly review all documents prior to next week's meeting, giving yourself plenty of time to digest. Let us know if you need anything else prior to the meeting.

With great appreciation for your,

Richard Sims and the Board Meeting Planning Workgroup