**via email & posting for interested parties, July 11, 2019**

**TO: Board Digital Committee:** Dick Brooks, Jim Buccigross, Cade Burks, Valerie Crockett, Michael Desselle, Howard Gugel, Steven McCord, Annie McIntyre, Joelle Ogg, Randy Parker, Emil Pena, Timothy Simon, Leigh Spangler, Terry Thorn, Sue Tierney, Pat Wood

**cc:** NAESB Board of Directors, NAESB Advisory Council

**FROM:** Rae McQuade, President NAESB

**RE:** Agenda for NAESB Board Digital Committee Organizational Conference Call – July 23, 2019

Dear Committee Members –

A NAESB Board Digital Committee conference call has been scheduled on Tuesday, July 23, 2019 from 1:30 pm to 3:00 pm Central. During this call, the Committee members will review updates that have been made to the draft outline discussed during our previous meeting on June 26, 2019. The revised draft outline will be distributed when posted next week.

| **NAESB Board Digital Committee Conference Call – July 23, 2019 – 1:30 Pm TO 3:00 Pm C** | |
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| **Topic** | **Information/Requests** |
| Mission Statement & Materials | * The Board Digital Committee Mission Statement can be found through the following hyperlink: <https://www.naesb.org/pdf4/board_digital_mission.pdf> * Materials for this group are posted on the NAESB website on the Board Digital Committee webpage: <https://www.naesb.org//board_digital.asp> |
| Conference Call and Web Cast on Tuesday, July 23rd from 1:30 pm to 3:00 pm Central | * Please contact the NAESB office. * Any interested party can attend. All voting and motions are reserved for the members of the committee. |
| Pre-meeting Assignments | * Please review the updated draft outline that will be posted prior to the meeting and be prepared to provide edits and comments. |
| Draft Agenda | 1. Administrative – Welcome, Antitrust Guidance, Introduction of Committee Members and Attendees, Adoption of Notes, Adoption of Agenda 2. Review the Updated Draft Committee Report Outline – *to be posted shortly* 3. Preparation for next meeting 4. Other Business 5. Adjourn |
| Meeting & Background Reference Materials | * Antitrust Guidance: <http://www.naesb.org/misc/antitrust_guidance.doc> * Announcement & Agenda: <https://www.naesb.org/pdf4/bd_digital062619a.docx> * Meeting Notes from June 26, 2019: <https://www.naesb.org/pdf4/bd_digital062619notes.docx> * Digital Committee Report Outline: <https://www.naesb.org/pdf4/bd_digital062619w1.docx> |
| Schedule of Upcoming Conference Calls | * Tuesday, May 14, 2019, 1:00 pm to 2:00 pm C * Wednesday, June 26, 2019, 1:30 pm to 3:00 pm C   Tuesday, July 23, 2019, 1:30 pm to 3:00 pm C  Thursday, August 8, 2019, 1:30 pm to 3:00 pm C  Other meetings will be scheduled as needed by Michael Desselle. |