**via email & posted for interested parties**

**TO: Board Retail Structure Review Committee: Cade Burks**, James Cargas, Michael Desselle, Bruce Ellsworth, Bill Gallagher, Jonathan Peress, Tim Sherwood, Leigh Spangler, and Mark Stultz

**cc:** Jonathan Booe,Rae McQuade, William P. Boswell

**FROM:** NAESB Office

**RE:** Board Retail Structure Review Committee Notational Ballot

**DATE:** December 5, 2018

Dear Board Retail Structure Review Committee Members,

The Board Retail Structure Review Committee held a conference call on November 27, 2018. Quorum was not established, and the meeting of the task force was declared a working session. During the working session, Mr. Burks requested that the August 24, 2018 meeting notes be distributed via this notational ballot for your consideration and approval.

The draft August 24, 2018 meeting notes can be found through the following hyperlink: <https://www.naesb.org/pdf4/rsrc082418mn.docx>.

Please cast your vote in favor or opposition to the motions described above by responding to this email or contacting the NAESB office (naesb@naesb.org) by Wednesday, December 12, 2018.