**via email & posting for interested parties, November 19, 2021**

**TO: Board Digital Committee:** Dick Brooks, Jim Buccigross, Cade Burks, Valerie Crockett, Michael Desselle, Howard Gugel, Steven McCord, Annie McIntyre, Joelle Ogg, 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 Virtual Meeting – November 30, 2021

Dear Committee Members –

As previously announced, a NAESB Board Digital Committee virtual meeting has been scheduled to take place on Tuesday, November 30, 2021 from 1:00 pm to 2:00 pm Central. During this call, the committee members will discuss updating the Digital Committee Inaugural Report adopted by the Board of Directors during its September 2, 2020.

To participate, you are required to register for the meeting. The registration will serve as your RSVP to attend.

| **Tuesday, November 20, 2021** | **RSVP & Registration** |
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| Board Digital Committee  1:00 pm to 2:00 pm Central | All NAESB meetings are open to any interested party. Please contact the NAESB office. |

We appreciate your continued support of NAESB and look forward to your participation in the meeting.

Best Regards,

| **NAESB Board Digital Committee Meeting – November 30, 2021 - 1:00 pm to 2:00 pm Central** | |
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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> |
| Pre-meeting Assignments | * Please review the Report adopted by the Board of Directors on September 2, 2020 and be prepared to discuss and recommend any updates that should be considered by the Committee. * Any interested party may attend. All voting and motions are reserved for the members of the committee. * Please provide any written comments to the NAESB Office ([naesb@naesb.org](mailto:naesb@naesb.org)) prior to the meeting if you are unable to attend |
| Draft Agenda | 1. Administrative – Welcome, Antitrust Guidance, Introduction of Committee Members and Attendees, Adoption of Notes, Adoption of Agenda 2. Review Digital Committee Report & Discuss Potential Updates 3. Discuss Next Steps for the Committee 4. Other Business 5. Adjourn |
| Meeting & Background Reference Materials | * Antitrust Guidance: <http://www.naesb.org/misc/antitrust_guidance.doc> * Roster: <https://naesb.org/pdf4/board_digital_members.pdf> * Announcement & Agenda: <https://www.naesb.org/pdf4/bd_digital113021a.docx> * Previous Meeting Notes: <https://naesb.org/pdf4/bd_digital022221notes.docx> * Report Adopted by the Board of Directors: <https://naesb.org//pdf4/bd090320a4.docx> |
| Schedule of Upcoming Conference Calls | * Monday, February 24, 2020, 1:00 pm to 2:00 pm C * Thursday, June 11, 2020, 9:30 am to 10:30 am C * Monday, February 22, 2021, 3:00 pm to 4:00 pm C   Tuesday, November 30, 2021, 1:00 pm to 2:00 pm C  Other meetings will be scheduled as needed by Michael Desselle. |