

BOARD MEETING INFORMATION SHEET

1. Create a Meeting in the Review Track Database and the Archive Database.
Select '**Compose**'
Select '**Meeting Agenda Control Form**'
Type in the meeting date (Use the MM/DD/YY date format) and the date written out (ex: November 12, 1995)
2. After all RIF numbers voted on at the meeting are accounted for in the "Mark Ready for Archive Database" view of the Review Track Database, copy all the RIF numbers that were tagged "Mark Ready for Archive Database" from the Review Track Database and paste them into the Archive Database at the "Meeting Dates" view.

What remains in the Review Track Database "By Meeting;With Documents" view are RIF numbers that were not voted on at the meeting. These RIF numbers now need to be unassigned from the meeting.

3. Unassign Documents from a Meeting
(View=By Meeting;With Documents)

Select the documents to be unassigned from the meeting
Select '**Tools**'
Select '**Run Macros**'
Select '**Other**'
Select '**Unassign Documents from a meeting**'
4. Compose Postponement Voting Form
5. Running Man=Accept Staff Recommendation and **only creates postponement voting forms.**
6. For Green Consent Agenda macros, select both the RIF number and the postponement details.
7. When printing FRN set the first block (max of 99 documents) to block=01.