

PRCD Board:

- ◇ A little reminder on executive sessions:
 1. You can only discuss those items specifically stated in the motion to go into executive session
 2. Any action taken in an executive session must be voted on during a regular board meeting
 - You can make these motions in the same board meeting you have the executive session.
 - Complete this business prior to adjourning the regular board meeting.
 3. Leave me a note regarding what time the executive session ended this must be recorded in the minutes of the board meeting.

- ◇ At the conclusion of the executive session you can then make a motion to make official any action that you decided to take during an executive session. (Please keep a record of this for me so that it will be noted in the board meeting minutes. Who made the motion, second, whether it carried or not.)

- ◇ Conclude any other business that needs to be taken care of during the regular board meeting.

- ◇ Adjourn the board meeting
 - Please write down who moved and second the motion and the time the meeting ends.