

Michael Darre, Director
Richard Hoyle, Asst Director
Darrin Karcher, NEQS Coordinator
Diana Sparks, Treasurer
E.L. Knicely, Secretary

National Egg Quality School
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NATIONAL EGG QUALITY SCHOOL

To: National Egg Quality School Board of Directors and Other Interested Parties

From: E. L. Knicely, Secretary

Date: April 20, 2018

Subject: Notice of Annual Meeting

On Monday, May 21, 2018 beginning at approximately 6:30 pm, the semi-annual regular meeting of the Board of Directors of the National Egg Quality School will be held at the Embassy Suites Downtown, Indianapolis Indiana. At this time a room number hasn't been provided, the room number for the meeting and the meeting time will be announced at the close of the Monday session.

I have attached a copy of the proposed bylaw changes for your review. These proposed changes will be discussed and voted on during the Regular Meeting.

Unfortunately, the NEQS cannot pay for travel expenses for Board members to attend this meeting or the school. According to NEQS policy, the school can only pay for travel for individuals who are instructors, administrative/lab staff and/or section leaders during their entire stay at the school. This policy has been in place in order to keep tuition as reasonable as possible for students attending the school. If you are not in one of the listed categories and still wish to attend the Board meeting at your own expense, please contact Diana Sparks, dsparks@ccfbrands.com to make your reservation on the individual payment rooming list.

ACCOMMODATIONS AND RATES (Payable individually to the Hotel): The Embassy Suites Downtown Indianapolis with a room rate of \$119.00 single or \$139.00 double plus applicable tax per night.

Order of business per the Regular meeting shall be:

1. Call to order
2. Designation of quorum
3. Reading of the minutes of the previous meeting(s)
4. Election of Officers
5. Old Business
6. New Business
7. Adjournment