

---

**Michael Darre, Director**  
**Tony Herrera, Assistant**  
**Director**  
**Cary Wise, NEQS**  
**Coordinator**  
**Diana Sparks, Treasurer**



**National Egg Quality School**  
**Office of the Secretary**  
**102 Governor St**  
**Richmond, VA 23219**

**NATIONAL EGG**

**QUALITY SCHOOL**

---

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

From: E. L. Knicely, Secretary

Date: May 14, 2019 (Amended)

Subject: Notice of Annual Meeting

On Monday, May 20, 2019, 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 in the Chancellor 3 room, at approximately 5:30pm.

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](mailto: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 \$125.00 single or \$145.00 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