



AUBURN UNIVERSITY

OFFICE OF THE SECRETARY
TO THE BOARD OF TRUSTEES

MEMORANDUM

TO: Agenda Review Committee

FROM: Mr. Jon G. Waggoner, Secretary to the Board of Trustees

RE: 2023-2024 Submission of Board Meeting Materials Schedule

DATE: **October 3, 2023 (See the note in red text at the bottom of the page)**

On February 3, 2023, the Board of Trustees approved the 2023-2024 meeting dates. The schedule for the submission, review, and publication of the board meeting material shall be as follows:

<u>Meeting</u>	<u>Materials Due</u>	<u>Agenda Review</u>	<u>Committee Chair Calls</u>	<u>Post Materials</u>
04/14/2023	03/15/2023	03/29/2023	04/03/2023	04/05/2023
06/09/2023	05/10/2023	05/24/2023	05/30/2023*	05/31/2023
08/25/2023	07/26/2023	08/09/2023	08/14/2023	08/16/2023
11/17/2023	10/18/2023	11/01/2023	11/06/2023	11/08/2023
02/02/2024	01/03/2024	01/17/2024	01/22/2024	01/24/2024
04/12/2024	03/06/2024	03/20/2024	04/01/2024	04/03/2024
06/07/2024	05/08/2024	05/22/2024	05/28/2024*	05/29/2024

*Monday is a holiday; therefore, the applicable meeting will occur on Tuesday.

The materials are due **no later than 12:00 p.m.** on the applicable “Materials Due” date. Any materials received after the deadline will not be included until the next review period. By observing the deadlines, you allow enough time for our office to make any necessary changes in a timely manner.

If you have any questions or concerns, please contact our office.

cc: Board of Trustees
Dr. Christopher B. Roberts, President

Please note that the dates listed for the April 12, 2024 board meeting, which will be held in Huntsville, have been updated to best prepare for fact that the meeting is now out of town, and to resolve numerous scheduling conflicts. Please contact the Board Office if you have any questions or concerns.