

GUILD DOCUMENTS AND COMMUNICATIONS

1. The preferred method of communication among board members and the membership is via e-mail (as opposed to text messages).
2. The Board Agenda and Board Minutes are distributed only to board members, and are in .docx format. The President will report/update the membership on board actions and discussions at the monthly meeting.
3. The monthly membership Agenda and Minutes are sent to the full membership in .pdf format.
4. All documents should contain the date they are created.
5. Meeting minutes should contain the attendance (in the case of the board) or the number of members present (in case of the membership meeting).
6. The minutes should not contain any items that did not happen at the meeting. In the case of something that occurred or was clarified after the meeting was adjourned, but before the minutes are finalized and distributed, this information can be included in a text box after the formal minutes.
7. Because not all guild members are on Facebook, it should not be used for official communications to all members, or to transmit information about an upcoming event. Rather an e-mail communication to all members should be used.
8. Any personal/business solicitation of any kind should be brought forward to the CCQ board for approval, prior to announcement to the CCQ guild members.
9. All contact information of guild members is **not** to be used for any personal/business solicitation purposes.