Cabinet Reports

- We expect a report from every member of Voting Cabinet.
    - Will call out for reports 20 days in advance.
    - If you have nothing to report, say so (email / call).
    - Distribution will happen at regular intervals (every 3-4 days).
        - We will be sending your report “as is” as a single file.
        - Best if provided at least 10 days in advance.
        - Absolute deadline – 5 days before the meeting.
    - Please provide your documents in Word or PDF format.
        - All will be sent out in PDF format.
        - I will not be proofreading or editing your message.
        - Keep Graphics to a minimum.
          (This makes the files large and makes it difficult for those who use assistance apps to read them)
        - Above All - Be Positive

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