**via email & posted for interested parties, May 24, 2018**

**TO: Board Strategic Plan Task Force:** Cade Burks, James Cargas, Debbie McKeever, Dave Darnell, Valerie Crockett, Mark Stultz, **Michael Desselle,** Roy True, Mark Lauby, Lorraine Cross, Timothy Simon, Terry Thorn, Sue Tierney

**cc:** NAESB Board of Directors, NAESB Advisory Council, Jonathan Booe, William Boswell

**FROM:** Rae McQuade

**RE:** Announcement and Agenda for the May 31, 2018 Conference Call & Web Cast from 11:00 am to 12:00 pm Central

Dear Task Force Members –

We have scheduled a conference call and web cast for the Board Strategic Plan Task Force. The specifics of our call on Thursday, May 31, 2018 are shown below, including the agenda and work papers.

|  |  |
| --- | --- |
| **Topic** | **Information/Requests** |
| Charge | * On September 5, 2013, the Board of Directors created a group to review the existing quadrant and segment structure of the organization and the organization’s overall strategic direction and make any identified recommendations to the Board of the Directors for consideration. On September 11, 2014, the Board of Directors adopted the first report developed by the group and voted to make the Board Strategic Plan Task Force a standing task force of the Board of Directors.
* The mission statement of the Board Strategic Plan Task Force can be found through the following hyperlink: <https://www.naesb.org/pdf4/board_strategic_plan_taskforce_mission.pdf>
* The information and materials concerning the task force’s activities are posted on the NAESB web site on the following website: [https://www.naesb.org//board\_strategic\_plan.asp](https://www.naesb.org/board_strategic_plan.asp)
 |
| Call for Thursday, May 31, 2018 conference call & webcast from 11 am to 12 pm C, Call-in information | * Call-in information for attendance by phone: Conference number: 866-740-1260, Access code: 7133562, Security code: 3991
* Web cast: http:// [www.readytalk.com](http://www.readytalk.com), and use the same participant access code and security code above
* Please feel free to provide comments if you are unable to attend
 |
| Draft Agenda | 1. Administrative – Welcome, Antitrust Guidance, Introduction of Task Force Members and Attendees, Adoption of Agenda, Adoption of the Minutes
2. Review the draft industry-wide survey that will be distributed prior to the September 2018 Board of Director’s meeting
3. Discuss any items in preparation of the September Board of Director’s meeting
4. Other Business and Action Items
5. Adjourn
 |
| Meeting Materials | * **Agenda Item 1:** Antitrust Guidance: <http://www.naesb.org/misc/antitrust_guidance.doc> (antitrust), <https://naesb.org/pdf4/board_strategic_plan_taskforce_members.pdf> (roster), <http://www.naesb.org/pdf4/bd_strategic_053118a.docx> (agenda), <https://naesb.org/pdf4/bd_strategic_031418mn.docx> (notes)
* **Agenda Item 2**: Draft 2018 NAESB Standards Development Survey: <https://www.naesb.org/misc/bd_strategic_053118w1.docx>
 |
| Background & Reference Materials | * Board Strategic Plan 2017-2019: <https://naesb.org/pdf4/naesb_strategic_plan_2017_2019.pdf>
* Board Strategic Plan Report: <https://www.naesb.org/pdf4/board_strategic_plan_task_force_report_adopted_091114.docx>
 |
| Standing Action Items | 1. The presentation concerning standards drafting should be offered to the quadrant executive committees every two years.
2. The next NAESB industry survey should be distributed after the April 2018 board meeting, so that the results can be reviewed during the September 2018 board meeting. A straw man survey should be developed by the task force prior to the April 2018 board meeting.
3. A review of the organization’s Strategic Plan and the organization’s activities should be conducted by the task force annually, prior to the September board meeting
 |