



Memorandum

To: MnSTAC Board Members

From: Stephen Schott, Document Manager

Date: January 22, 2009

Subject: Director's Manual Page Substitutions

Please replace existing documents and insert the new attached documents in your copy of the Director's Manual. You can dispose the old documents being replaced.

Document:

1. MnSTAC Constitution: substitute for Tab 2 (discard old)
2. Standing Committee Assignments: insert in Tab 10
3. Ad Hoc Committee Chairperson Appointments: insert in Tab 10
4. Procedure Timelines (5 documents): insert in Tab 21 and label tab "Procedure Timelines"
5. Updated Board Directory: substitute for Tab 18 (discard old)
6. Board Meeting Agenda Format: substitute for Tab 8 (discard old)