

PROCESS FOR DISCLOSURE OF MEETING MINUTES OF THE
BOARD OF DIRECTORS AND BOARD COMMITTEES

1. Minutes of a meeting will include, at a minimum, the members present, names of people appearing before the body, a description of matters discussed and a description of decisions made.

2. At the conclusion of a public meeting, the Chair will ask the board or committee if anyone present at the meeting anticipates a problem making draft minutes available before review by the body. If no person objects, draft minutes will be available at the offices of the Company within 5 business days of the meeting, and will contain the following statement: “Draft Minutes of the (Date) Meeting Subject to Change and Approval by the Board of Directors (or specific Committee).” Such draft minutes will also have a “DRAFT” watermark placed on all pages. If any member of the Board or Committee objects to publication of the minutes in draft form, the draft meeting minutes will not be made available to the public until they are circulated to the Board or respective Committee with an agenda for presentation at a duly-noticed public meeting for final approval.

3. Prior to making draft minutes available, they shall be submitted for review by either the Board Chairman or the respective Committee Chair.

Once minutes are finally approved by the Board or Committee, the approved minutes will be posted to the Company’s website with other approved minutes.