Osher Lifelong Learning Institute at Carnegie Mellon University
Policies and Procedures

Effective: March 26, 2026

Board Meeting Summaries posted in Weekly Essentials (WE): Guidelines

Summaries of relevant Board meeting items should be prepared by the Board Secretary within a week following a Board meeting and submitted to the Board President for approval.

Once approved, the Board President will submit the summary to the Osher office for inclusion in the next WE to be issued.

The summaries are intended to provide visibility and communication regarding significant Board activity and actions that would be of interest to members. A summary may not be issued for every Board meeting (dependent on topics are addressed in each meeting).

The summaries could include but are not necessarily limited to items such as:

- Key decisions that affect the organization's direction, finances or policies
- Strategic direction/actions/progress and long-term goals
- Financial oversight and fiscal health (budget approvals, spending status etc.)
- Leadership (goals, operational oversight, staff support)
- Committee updates when related to mission, policies and organization operation
- Board composition and governance (election of new member, term expirations etc.)
- Upcoming actions or events of significance

The following type of items should not usually be included:

- Personnel discussions and associated member names (unless, for example, recognizing new or departing Board members)
- Legal matters
- Detailed Board discussion, comments, opinions
- Discussion of open items not yet resolved or decided

Approved by Board of Directors: March 26, 2026