

**8.F.3 Distribution of Board and Committee Agenda Materials**

The Finance Committee has suggested that Board and Committee agendas and enclosures be distributed to Board members electronically rather than U.S. mail. This would reduce costs to SWWDB for copying and postage and save staff time in the collation of the agenda materials.

Electronic distribution of agenda materials could work several different ways. First, all agenda items could be e-mailed directly to each board/committee member. Another approach would be to place the agenda and enclosures on the [www.swwdb.org](http://www.swwdb.org) website where board members could print the items from the website. Board members would receive an e-mail when items are ready for downloading and printing.

Apparently, the electronic distribution concept was considered several years ago but was not implemented because several board members did not have access to the Internet and/or e-mail accounts. Also, this approach would require board members to print the agenda materials at their office location.

Administration would request that the Board consider this option to distribution of agenda items for all Board and committee meetings on a trial basis for the next six months. The topic will be placed on the July meeting agenda for a final decision.

No formal action is expected but consensus of the Board is requested to begin the trial period.