

Within the Board

Between meetings, Board business is conducted primarily on [Basecamp](#) through Messages (that go to all Board members) or Pings (that go to selected recipients). Basecamp also has links to documents on Google Drive that Board members need to have access to. The Board Meeting Hub is accessed through Basecamp and includes the Agenda, Minutes of the previous meeting, the Minister's Report, and any other resource material needed for Board meetings.

Two days is an acceptable response time on BaseCamp. If someone needs a quicker response, texting or calling is preferred. Contact information can be found under the [PCO group](#).

Documents are available on a shared Drive. See Appendix B

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