(o) Prepare a waiver of notice of the first meeting of the Board of Directors prior to the meeting and before any other business is attempted have <u>all</u> of the members of the Board of Directors sign the waiver. This should be regular practice prior to <u>all</u> meetings of the Board of Directors. When the minutes have been read and all of the business discussed and enacted, have the Secretary sign the prepared minutes and close the meeting.

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