

**DAIL Advisory Board
Notification Plan if Meetings Are Canceled or Modified Due to Bad Weather**

We recognize that DAIL Advisory Board members must travel some distance to get to the scheduled monthly meetings. Our first concern is that DAIL Advisory Board and others planning to attend meetings are safe!



Ultimately, we rely on board members to use their own judgement to decide whether they feel safe traveling for a meeting. We support members to make the decision that is best for them. **Please notify Liz Perreault (liz.perreault@vermont.gov) and Megan Tierney-Ward (megan.tierney-ward@vermont.gov) if you decide not to attend the meeting in person and/or will be calling in.**

In the event that bad weather is anticipated on the day of a DAIL Advisory Board Meeting:

DAIL will decide **by noon the day prior to the meeting** whether to continue with the meeting, cancel it, or hold some sort of modified meeting, such as by conference call.

If the meeting is being canceled or modified:

1. DAIL will send an e-mail to DAIL Advisory Board members and the broad distribution group for the DAIL Advisory Board if it is canceling or modifying the meeting **by 2 p.m. the day prior to the meeting.**
2. DAIL will also update the voice message on the main line to the Commissioner's Office (802.241.2401) **by 2 p.m. the day prior to the meeting** indicating if the meeting is canceled or being modified.

If the meeting is continuing as scheduled:

No e-mail messages will be sent, the Commissioner's Office voice mail will not be updated, and members can assume that the meeting is taking place and that they should use their judgement about whether to attend the meeting in person.

