



SOCIETY OF CORPORATE SECRETARIES  
& GOVERNANCE PROFESSIONALS

ESSENTIALS SEMINAR

Wed, January 26, 2011

# **Board and Committee Meetings**

**Gina Merritt-Epps, Esq.**

**Corporate Counsel and Secretary**

**South Jersey Industries, Inc.**



# **10 Tips for Successful Implementation of an Electronic Board Portal**

- 1) Corporate Secretary Lays Out the Plan
- 2) Chairman Announces the Decision
- 3) Involve the Key Directors
- 4) Select a Dedicated IT Person
- 5) Provide All Necessary Technology



# 10 Tips for Successful Implementation of an Electronic Board Portal

- 6) Communicate through the Web Portal
- 7) News Articles and Press Releases
- 8) Computer Savvy Assistant
- 9) Look Before You Publish
- 10) Other Important Tips For Success