

2024 Board Materials Schedule

Responsible	Activity	Estimated Days in Advance	January 18, 2024*	February 2, 2024**	February 13-15, 2024	April 30-May 2, 2024	July 9-11, 2024	September 17-19, 2024	December 3-5, 2024
BCO Legal Team	Provide Draft agendas to Internal Board and Committee Liaisons	40			Monday, December 18, 2023	Monday, March 11, 2024	Monday, May 13, 2024	Monday, July 29, 2024	Monday, October 14, 2024
Internal Board and Committee Liaisons	Deadline to Submit Proposed agenda items/changes to BCO Legal Team	35	N/A	Friday, December 22, 2023	Thursday, December 21, 2023	Thursday, March 14, 2024	Thursday, May 16, 2024	Thursday, August 1, 2024	Thursday, October 17, 2024
BCO Legal Team	Draft Agendas to CEO and Board Chair for review	32	N/A	N/A	Friday, January 5, 2024	Friday, March 22, 2024	Friday, May 24, 2024	Friday, August 9, 2024	Friday, October 25, 2024
BCO Legal Team	Email presenters/draftsperson meeting material requirements and submission deadlines	30	N/A	N/A	Monday, December 18, 2023***	Monday, March 25, 2024	Monday, May 27, 2024	Monday, August 12, 2024	Monday, October 28, 2024
Material Presenter/Draftsperson	Submit all presentations to Legal, as appropriate, for review	14	Tuesday, January 9, 2024	Monday, January 22, 2024	Tuesday, January 30, 2024	Tuesday, April 16, 2024	Tuesday, June 25, 2024	Tuesday, September 3, 2024	Tuesday, November 19, 2024
Material Presenter/Draftsperson	Last day to submit key presentations to CEO for review	12	Wednesday, January 10, 2024	Wednesday, January 24, 2024	Thursday, February 2, 2024	Thursday, April 18, 2024	Thursday, June 27, 2024	Thursday, September 5, 2024	Thursday, November 21, 2024
Material Presenters/Draftsperson	Submit final Board Materials, reflecting CEO and Legal comments, to BCO Legal Team	7	Monday, January 15, 2024	Monday, January 29, 2024	Tuesday, February 6, 2024	Tuesday, April 23, 2024	Tuesday, July 2, 2024	Tuesday, September 10, 2024	Tuesday, November 26, 2024

* January 18, 2024 meeting has an accelerated submission and post schedule and is only relevant to the Finance & Business Development Committee and Board of Directors. These meetings will likely be cancelled and the actions approved via Written Consent.

** February 2, 2024 meeting has an accelerated submission and post schedule and is only relevant to the Compensation and Human Capital Committee Meeting

*** Emails to presenters for February 13-15, 2024 meeting was accelerated due to competing deadlines and meetings

Legend

Deadlines to submit materials
Deadlines to submit final Board Materials, reflecting CEO & Legal comments