

# MEETING CANCELLATION POLICY

If any Charter Oak meeting needs to be cancelled, the following policy will be followed:

The club president and affected program, workshop, competition or event chairs will confer to determine if a cancellation notice should be posted to the membership. A decision to cancel will be made no later than 2:00 pm.

By 3:00 pm, a MailChimp email notice will be sent to the entire membership. A notice will also be sent to “Eyewitness News,” WFSB. Note however, that a cancellation notice from WFSB will appear on their website only, at: [wfsb.com](http://wfsb.com). WFSB will make every effort to get a cancellation notice out as soon as it is received.