JH-BRD-027 / 27 OCT 2026

CHAIR ALLOCATION SCHEDULE

Board office / seating instruction

Seven places are to be set for six attendees. The additional place is reserved for the capacity in which [redacted] may attend. It must not be described as a vacant seat.

[redacted]

[SECTION WITHHELD UNDER INTERNAL DISCLOSURE POLICY]

The place card is to face the wall until the Chairman arrives. Refreshments are required at all seven settings, although the catering return should record only six. The difference is charged to representation. The lobby fern remains listed as standing. Its request for a window position has been returned unsigned.

[redacted]

ACTION REQUIRED: Leave the seventh setting undisturbed.

RATIFIED