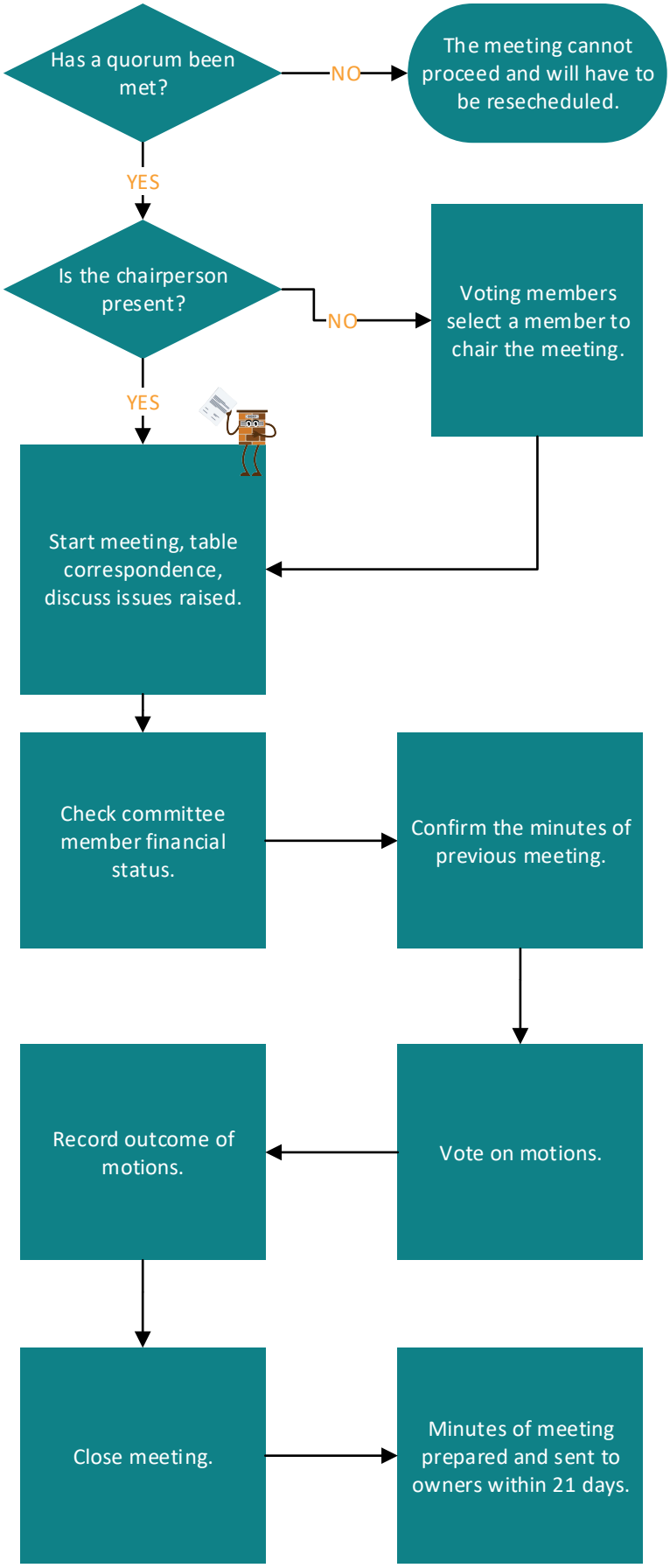# How to hold a committee meeting