

## **Draft Policy**

### **Meeting Minutes – Content and Process**

Minutes are considered legal documents by the auditors, IRS and courts, and they represent the actions of the board.

Include the name of the organization, date and time of meeting, who called it to order, who attended and if there a quorum, all motions made, any conflicts of interest or abstainments from voting, when the meeting ended and who developed the minutes.

Minutes will be kept in brief form without including verbatim statements from directors, members or staff. Minutes will be sufficiently inclusive to determine wording of all motions, amendments to motions, and the record of all votes.

The recording secretary (staff or contractor) takes minutes during meetings. Written minutes are distributed to board members before each meeting for member's review. Minutes for the previous meeting will be reviewed in the next meeting and approved or amended. Any changes will be amended to the minutes and the approved version will be retained in a manual and posted on the Association's website.