PROCEDURE NAME: Meeting Minutes Approval Procedure

EFFECTIVE DATE: August, 2024

OBJECTIVE:

The purpose of this procedure is to outline the process required to approve the minutes for the Board of Directors (BoD) meeting as well as those of the Membership meeting.

The minutes for the BoD meetings and the Membership meetings are archived on Google Drive for future reference as required for all non-profit organizations.

The BoD meeting minutes are presented at the next BoD meeting for approval.

The Membership meeting minutes are posted on the GHWC website for review by GHWC members. The members are asked to approve the minutes at the next Membership meeting.

DEFINITIONS:

- Minutes - official record of attendance, decisions, actions, and other matters of consequence during the BoD and Membership meetings
- Board of Directors Meeting - meeting that includes the Executive Committee, Community Service Program chairs, and Standing Committee chairs.
- Executive Committee – President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Immediate Past President
- Google Drive = Cloud based storage application used as a repository of the GHWC documents

PROCESS:

Board of Directors meeting minutes

1. The Recording Secretary sends (via email) to the Board of Directors the minutes for the BoD meeting for their review within 7 days.
2. The Board of Directors is expected to reply within 3 days to the Recording Secretary with their edits. If a reply is not received it is implied that no edits are required.
3. The Recording Secretary will make the required changes to the minutes based on feedback from the Board of Directors.
4. The Recording Secretary will print the final version of the minutes for sign-off at the next BoD meeting at which time the BoD will be asked to approve the minutes.
5. The President and the Recording Secretary will sign off on the approved minutes at the conclusion of the BoD meeting. Should there be additional edits, the Recording Secretary will update the minutes, sign them and obtain the President's signature.
6. The Recording Secretary will scan and save the signed minutes to Google Drive for future reference. The hard (printed) copy of the minutes will be safely discarded at the end of the fiscal year.

Membership meeting minutes

1. The Recording Secretary sends (via email) to the Board of Directors the minutes for the Membership meeting for their review within 7 days.
2. The BoD is expected to reply to the Recording Secretary within 3 days with their edits. If a reply is not received it is implied that no edits are required.
3. The Recording Secretary will make the required edits to the minutes based on feedback from the BoD and will email the minutes to the Website Administrator within 3 days.
4. The Website Administrator will post the minutes in a timely manner prior to the Notices Chair meeting announcement/invitation.
5. The Notices Chair will inform GHWC members that the minutes are available for their review, also that any edits should be communicated to the Recording Secretary or the President at least a week prior to the Membership meeting. If a reply is not received, it is implied that no edits are required. The GHWC members will be asked for their approval of the minutes at the next Membership meeting. This notification will be sent via email along with the scheduled monthly Membership meeting and lunch announcement.
6. The Recording Secretary will print the final version of the minutes. The GHWC members will be asked to approve the minutes at the meeting.
7. The President and the Recording Secretary will sign off on the approved minutes at the conclusion of the meeting.
8. The Recording Secretary will scan and save the signed minutes to Google Drive for future reference. A hard (printed) copy of the minutes will be safely discarded at the end of the fiscal year.

Amended: 10/2024
Amended: September 10, 2024
Amended: August 2024
Approved: June 2023