

Title: Procedure for Producing and Filing Minutes

Control Information

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Revision History

Revision	Date	Revision Description	Originator
A	April 29, 2010	Initial Release	C. H. Horning
B	8/14/2014	Change procedure number, format revision	Melissa Harris
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1. Objective:

The objective of this procedure is the following:

- 1.1 Describe the function of ICP minutes.
- 1.2 Define who may take minutes.
- 1.3 Describe the procedure for producing draft minutes, both open and closed.
- 1.4 Describe the formatting of key features of minutes, both open and closed.
- 1.5 Describe how approved open session minutes are filed.
- 1.6 Describe how approved closed session minutes are filed.

1.1 Minutes

Minutes are the principal method for recording the business of Inavale Community Partners, Inc. dba Muddy Creek Charter School. As such, they represent a legal record of decisions, resolutions, and transactions. They are made available to the public and are used during the annual audit of ICP.

- 1.2.1 Complete minutes are to be taken at all open session ICP Board meetings.
- 1.2.2 Complete minutes are to be taken at all special session ICP Board meetings.
- 1.2.3 Complete minutes are to be taken at all closed session ICP Board meetings.
- 1.2.4 Minutes shall accurately reflect the events, chronology, and discussion points of meeting.
- 1.2.5 The ICP Secretary or a designated note-taker shall record and produce a typed draft of the minutes.

2. Producing Draft Minutes

2.1 Open Session

- 2.1.1 A note-taker may record and produce a typed version of the minutes, but the draft must then be sent to the ICP Secretary for approval and distribution. Another Board member may approve and distribute if secretary is unavailable.
- 2.1.2 The ICP Secretary is responsible for distributing the minutes.

- 2.1.3 The draft copy of the minutes must be sent within a week of the meeting date to all Board members, the Executive Director, the Head Teacher, and the Administrative Assistant.
- 2.1.4 The ICP Secretary will upload and post a draft copy of the minutes to the MCCA website. This task may be delegated as appropriate. To allow adequate time for the parties mentioned in 2.1.3 to review the minutes for accuracy, the ICP Secretary will wait two days after sending out the draft copy of the minutes before uploading the minutes to the MCCA website.

2.2 Closed Session

- 2.2.1 The ICP Secretary or designated Board member will take minutes during Closed Sessions and distribute draft versions only to other members of the Board and the Executive Director as warranted.

3. Features of Minutes

The following list describes regular features of minutes that need to be handled consistently and in accordance with open meeting law.

3.1 Basic Formatting

- 3.1.1 Every set of minutes (open or closed) shall include the following:
 - the date of the meeting,
 - the location of the meeting,
 - the time the meeting is called to order,
 - those present at the meeting (including times of arrival and departure),
 - the time the meeting is adjourned, and
 - the name of the person submitting the minutes.
- 3.1.2 Header: Each page of the minutes shall contain a header with the following information:
 - "Inavale Community Partners/ Board Meeting Minutes/ DATE"
 - "Page # of #", and
 - The word "DRAFT" or "FINAL" to designate the appropriate version.

3.2 Recording Votes

- 3.2.1 A motion should be recorded exactly as articulated with the name of the mover, the name of the person who seconded, and finally the result, “passed” or “defeated” (see example below);
- 3.2.2 The results of votes on every motion must be recorded to reflect the vote of each member by name as in the following example: “Motion to accept (NAME)moves; (NAME) seconds; passed 5,5,5,4(NAME),3 (NAME).”
- 3.2.3 A summary of the votes on motions of the meeting should be posted at the top of the minutes after the list of those present.

3.3 Policies & Procedures

- 3.3.1 Whenever a new policy or procedure (not a revision) is passed during a meeting, the minutes shall note that it is the initial release.
- 3.3.2 When a revision is approved, the minutes shall note which revision.

3.4 Action Items (AIs)

- 3.4.1 It is the practice of the ICP Board to designate “Action Items” (AI) that assign special or extra duties to various community members. Action Items are formally recorded in the minutes and given consecutive numbers (AI-1, AI-2, etc.) and cross-referenced between the discussion in which they emerged and a consolidated list at the end of each set of minutes. In this way, a rolling list is created for reference.
- 3.4.2 During the periodic review of Action Items during meetings, the note-taker will update the list.

3.5 Special Cases

- 3.5.1 Conflict of Interest: During a discussion where a Board member declares conflict of interest, that fact must be noted in the minutes, including the time the Board member leaves the room and the time of return.

4. Approving Minutes

4.1 Open Meeting minutes:

Minutes of an open meeting shall be approved by a necessary vote at the next open Board meeting. The minutes shall state that past minutes were “reviewed and approved” or “reviewed and approved as revised” in the usual vote format.

4.2 Closed Session minutes:

Minutes of a closed session shall be approved by a necessary vote at the next closed session Board meeting OR at the next open meeting as long as they are not reviewed by the public. In the case of a closed session meeting, the minutes shall state that past minutes were “reviewed and approved” or “reviewed and approved as revised.” In the case of approving during an open session meeting, the minutes will state “Motion to approve the Closed Session minutes of . . . No discussion or review” in the usual vote format.

5. Filing Approved Minutes

The ICP Secretary is responsible for filing the final version of approved minutes.

5.1 Approved Final minutes:

5.1.1 When a draft version is approved by vote of the Board, the electronic copy of the approved Final minutes, for both open and closed session, should include the date the minutes were approved.

5.2 Filing OPEN Session Minutes:

5.2.1 An electronic copy of the approved minutes is to be posted to the MCCC website and will replace the draft copy of the minutes. Minutes shall be organized according to fiscal year (July 1st – June 30th).

5.2.3 When the monthly Financial Report is presented by the ICP Treasurer, an electronic copy of the report must be included in the ICP minutes as an attachment.

5.3 Filing CLOSED Session Minutes:

- 5.3.1 Final Closed Session minutes shall NOT be posted. A hard copy file is to be kept in a locked ICP cabinet accessible to only the ICP President and Secretary. Minutes shall be organized according to fiscal year (July 1st – June 30th).