

PRO 502

Board Meeting Minutes Procedures

Rationale: This establishes the Procedure for Board Meeting Minutes prior to distribution.

- Recording Secretary will take the minutes at all Board Meetings.
- Recording Secretary will submit finalized minutes to specified Board member for approval.
- Minutes will be sent electronically to all Board members and paper copies to members who have requested.

DOCUMENT HISTORY

Established 11/2005

Revision 01/2007