

<b>Policy Title</b>  <b>Recording of Minutes</b>	<b>Policy Type</b> Administrative	<b>Policy Number</b> A-200
	<b>Date Adopted</b> 24 Oct 2018	<b>Revision Date</b> As Necessary
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**Policy Statement/Rationale**

There are several reasons for the keeping of minutes of meetings of a governing board. These include:

- 1 to be a reminder for members of matters discussed and those needing further attention;
- 2 to act as a legal record of decisions taken over the years, particularly those with policy implications;
- 3 to act as legal documents required by law when entering into financial, property or other transactions involving civil authorities.

Minutes are therefore legal documents and it is important that the decisions contained in them be as clear and unambiguous as possible.

The following guidelines are intended to ensure that the minutes of the BTG adequately fulfill these reasons.

**Procedures/Responsibilities/Expectations**

**Minutes of Board and General Meetings**

- 1 Each set of minutes should have a heading that:
  - 1.1 contains the word “minutes” in the title;
  - 1.2 contains the words “The BTG Board of Directors”;
  - 1.3 gives the date, time and location of the meeting.
- 2 The first item should be the names (first and last) of each person present, including guests who are not Board members. The the chair should be identified.
- 3 The main purpose of keeping minutes is to provide a record of the organization's actions, for the information of absent members and for future reference.
  - 3.1 Minutes are not generally intended to be a news report, or a record of all that was said in a meeting. For most meetings, it is enough to record the essential facts and the actions of the organization. If, in a particular matter, the Board deems it important to

keep running notes as a reminder for a future continuation of discussion, these may be recorded in a separate document and appended to the minutes, or discarded when no longer needed.

- 4 Motions should be recorded with precise wording, including, where appropriate:
  - 4.1 What *specific action* is being taken;
  - 4.2 Who is being empowered or directed to do it;
  - 4.3 When it is to be done.
- 5 The motion should include the full name (or surname and initial) of the mover and seconder, and whether the motion was carried or defeated.
- 6 It is a recommended practice to note by the use of some kind of highlighting (e.g. bold print):
  - 6.1 formal motions;
  - 6.2 decisions where someone has undertaken a task.
  - 6.3 This makes it easy to find motions when searching the minutes as well as serving as a visible reminder to those charged with tasks.
- 7 For each meeting the pages of the minutes should be numbered. This makes it clear if a page is missing or has been inserted.
- 8 An official minute book should be kept containing the original minutes of each meeting for an entire year (or more).
  - 8.1 The minutes for each meeting, after they have been adopted, should be signed by the person who recorded them and by the chair of the meeting.
- 9 A copy of any significant committee reports or minutes will be appended to the official copy of the minutes and shall be included in the page numbering.
- 10 At the end of the calendar year, the official copies of the minutes should be bound together and stored, along with the minutes from previous years, in a locked location within the theatre building, accessible to those who may have a legitimate need to refer to them.
- 11 The minutes of Board Meetings may be made available to the BTG Members on written request to the Board.

## **Committee or Task Force Meetings**

Minutes of meetings of committees, ad hoc committees and standing committees do not need to meet the same standards as Board and General Meeting minutes. However, some conventions are still helpful to make the minutes clear and helpful to someone referring to them in the future.

- 1 The title should still contain the word “Minutes” and the full name of the committee (i.e. not an acronym).
- 2 The date of the meeting should be recorded along with the first and last names of persons present.
- 3 Decisions should be clearly worded, though it is not required that they be in the form of motions.
- 4 Pages should be numbered.
- 5 The name of the person recording the minutes should be noted at the end.
- 6 Some committees or task forces may work very informally such that keeping formal minutes may not be appropriate. It is acceptable for such a group to simply write a report of their activities, decisions and recommendations.

**Approved by Motion recorded in minutes of: 24 October 2018**

**Recorded by: Nancy Garrod**

**Position: Secretary**

**Review: As Necessary**