

Williamsburg Players, Inc. Policy and Procedures Manual

Title: Minutes, Board of Directors and Annual Membership Meetings		Number:
		e file name: minutes.wpd
Date	Change Summary	
4/21/98	Initial inclusion in P&P Manual	

(Note, policies are statements or rules, procedures are methods or courses of action.)

1. Objectives or Purpose:

The object of this policy is to specify the minimum items to be included in the monthly minutes.

2. Policies or Procedures:

- A. Using complete names, the secretary (or other recording officer) needs to list who is attending and who is absent at Board and General Membership Meetings, (Board directive on January 19, 1989).
- B. The Secretary (or other recording officer) needs to sign the minutes when they are filed and/or distributed.
- C. Copies of minutes need to be distributed to staff personnel as well as Board members, (Board request in November 1997).
- D. The minutes should be distributed as soon as possible following the meeting, within a business week if practical, (Board instructions in December 1987, repeated in November 1997, and March 31, 1998).
- E. Minutes should be kept along with other documents from the Board in a location for archival purposes.
- F. Distribution should be via the US Postal system or in person.