

**POLICY NAME: Board Minutes**

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**1. Purpose**

- 1.1. This document describes the policy for taking, distributing and reviewing the minutes of Deer Lake United Church Board meetings.

**2. Scope**

- 2.1. This policy applies to the Board Secretary, the Church Secretary and members of the DLUC Board.

**3. Policy Statement**

- 3.1. It is the responsibility of the Board Secretary to take minutes of all Board meetings.
- 3.2. The Board Secretary shall arrange for a suitable substitute when he/she is unable to attend a Board meeting.
- 3.3. The minutes of Board meetings shall include, at a minimum, the following:
  - 3.3.1. Start time
  - 3.3.2. Who said the opening prayer
  - 3.3.3. A list of attendees
  - 3.3.4. Any corrections to the minutes of the last meeting, and a motion to accept those minutes either as-is or with the stated amendments.
  - 3.3.5. A record of correspondence and a summary of the related discussion
  - 3.3.6. The status of all action items reviewed
  - 3.3.7. A summary of all business discussed and committee reports made.
  - 3.3.8. All motions, including the name of the person who made the motion, the person who seconded the motion, and the outcome.
  - 3.3.9. All action items, including the name of the person(s) responsible for the action item.
  - 3.3.10. Who said the closing prayer
  - 3.3.11. Adjournment time
- 3.4. The Board Secretary shall prepare the minutes of Board meetings and send them to the Board Chairperson for vetting no more than seven (7) calendar days after the Board meeting.
- 3.5. The Board Chairperson shall review the Board minutes and return any necessary revisions to the Board Secretary within three (3) calendar days after receiving them from the Board Secretary.

**Warning – Uncontrolled when printed! The current version of this document is kept on the DLUC office PC.**

Authorized by: DLUC Board  
*Staff position or organization responsible for authorising the policy*  
Maintained by: Board Chairperson  
*Staff position responsible for keeping the policy up to date and error free*  
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- 3.6. The Board Secretary shall make the suggested modifications to the Board minutes and send the minutes, along with any correspondence or other attachments, to the Church Secretary within three (3) calendar days of receiving them from the Board Chairperson.
- 3.7. The Church Secretary shall distribute the minutes to the members of the Board Executive within three (3) calendar days of receiving them.
- 3.8. The Church Secretary shall file the minutes, along with any correspondence or other attachments received from the Board Secretary, in the Board Minutes binder in the DLUC office.
- 3.9. Members of the Board Executive shall review the minutes once received for action items pertaining to them and shall review the minutes in full prior to attending the next Board meeting.

**4. Definitions**

- 4.1. **Board:** The Official Board of DLUC, comprising the Board Executive and members at large of all DLUC committees. Please refer to the current Committee List for a complete list of Board members.
- 4.2. **Board Executive:** Comprises the Chairperson, Vice Chairperson, Minister, Board Secretary, Treasurer, Envelope Secretary and the Chairpersons of the Committees
- 4.3. **DLUC:** Deer Lake United Church
- 4.4. **UCC:** United Church of Canada

**5. Responsibility / Owner**

- 5.1. The Board Chairperson is responsible for ensuring that this policy is kept up-to-date and is adhered to.

**6. Legislative Context / External References**

- 6.1. Guidelines for Minutes and Notes of Meetings [on the UCC Web Site](#)

**7. Associated Documents / Internal References**

- 7.1. Policy GEN002 Board Meetings

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