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MEETING MINUTES POLICY

December, 2025

I. Purpose

1. As there are usually several months between Board meetings, and there are impactful actions and notices that result from Board meetings, it serves both the Board and the membership to have the Board be able to approve via email and publish meeting minutes to the website as soon as possible after meetings but prior to the next Board meeting.
2. It is understood that the secretary's final published minutes of meetings are the official record of the Association and that no other record will supplant; in order to protect the Association this statement will be read aloud by the President at the beginning of each meeting immediately after the meeting is called to order.

II. Steps for Producing and Approving Meeting Minutes Outside of a Meeting

1. Board meetings are audio recorded by the President or the Secretary, or by any other person as officially resolved by the Board.
2. Audio recording is provided to the Secretary as soon as possible after the meeting.
3. Secretary will provide first draft of the minutes to the Board, via email, within 2 weeks of the meeting.
4. Board will approve minutes via email by the majority of the Board:
 - a) A Board member will make a motion to approve the minutes,
 - b) a Board member will second the motion, and
 - c) corrections/edits/discussion will follow the second for a period of one week after the seconding of the motion.
 - d) Secretary will state clearly into the email discussion which, if any, requested changes to the draft that the Secretary will not incorporate into the final draft.
 - e) After the one week period is complete the President will call for vote of approval, incorporating said corrections/edits.
5. After approval, President will follow through with webmaster to post minutes to the website.
6. President will state at the beginning of the next meeting the email approval of prior meeting minutes referring to the email date of approval. At that time in the meeting any Board member may make a motion to amend the approve minutes; if the motion is seconded a discussion will take place and vote to amend. If amendments are approved, and Secretary also approves, Secretary will adjust the meeting minutes, mark the minutes "revised" and follow through that the webmaster posts the revised minutes to the website. The original meeting minutes will be removed from the website and replaced with revised minutes. If the Secretary does not approve of the Board changes then the rejected changes will be added to the revised minutes, highlighted, and noted as not approved by the Secretary.

III. Content of Minutes

1. The word “motion” in the minutes will be added and highlighted in red at the beginning of each motion language. Example: “**Motion** made by [name of Board member]...”.
2. State the name of who seconds a motion.
3. Stating that a vote was unanimously assented to is adequate recording of such a vote. If vote is not unanimous, state the name(s) of who voted “no”, “recused” or “abstain”.
4. Secretary uses an audio recording to produce the minutes, so it is assumed that the minutes are factual. If at a later date after approval of minutes it is asked by a Board member to correct a factual statement and indeed found to be an accurate correction, for whatever reason, then the Secretary will leave the original statement in the minutes and type after it the word “correction” and then insert the correction. The correction needs to be approved by the above procedure II:4. Amendments of minutes **may not** include adding comments, characterizations or facts that were not originally included in the meeting.
5. The audio recording of the minutes is available to any/all Board members upon request.

Revised from July 2019

Adopted at January 2026 BOD meeting