

PROCESS FOR DISTRIBUTING BOARD OF BOARDS (BoB) MEETING MINUTES

- A. Within 2 days: Notes typed up during or after the meeting and sent out for review with *"DRAFT"* watermark.
Deadline for corrections by Board members if 5 days (1 week from BoB meeting).
Responsible: Note-taker
- B. Within 1 week: Edits compiled from BoB members, distributed to Kathy and Aiya with *"DRAFT for Approval"* watermark.
Responsible: Admin/Sophie
- C. By mid-month:
- Upload to secure location on the church website with *"DRAFT for Approval"* watermark
Responsible: Admin/Kathy
 - Link to the uploaded copy in the "What's Happening" emailing *"DRAFT for Approval"* watermark
Responsible: Admin/Kathy
 - Hard copy of the revised minutes for the office *"DRAFT for Approval"* watermark
Responsible: Aiya
- D. By the next BoB meeting: Print out hard copies with *"DRAFT for Approval"* watermark
Responsible: Admin/Sophie
- E. At BoB meeting: Vote on approval of the minutes with *"DRAFT for Approval"* watermark
Responsible: BoB
- F. Within 2 days of approval: Copies replaced on the website (Responsible: Admin/Kathy) and printed out for the binder in the office (Responsible: Aiya)
No watermark: Header states *"Final approved meeting minutes"*