



Section 3.0 MEETINGS OF THE BOARD	Subject <i>3.1 BOARD RECORDS AND MINUTES</i>		
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RESPONSIBILITY The Board has a responsibility to make reasonable and considered decisions.

BOARD RECORD The Board shall, at all times, maintain an up-to-date record of its ongoing activities and business practices. The record shall include, but is not limited to:

- (1) Board meeting minutes;
- (2) Board meeting agendas;
- (3) Board meeting enclosures including, but not limited to, reports, recommendations, and other supporting documents.

BOARD MINUTES Board minutes are the legal record of the Board's official meetings, actions and decisions. Accordingly, Board minutes:

- (1) Shall be taken at all Board and Ad Hoc committee meetings, without fail;
- (2) Shall record the meeting's location, date, time and member attendance;
- (3) Shall record all Board decisions and directions in a manner that provides administration with clear direction that can be implemented without having to interpret or guess as to the intent and provides a clear indication as to the subject under consideration.
- (4) Shall be reviewed, amended as required and adopted by the Board at the next ensuing meeting of the Board;
- (5) Shall be signed by both the Board Chair and recording secretary upon completion, and
- (6) Shall be kept in permanent copy at the Foundation's Central Office and in accordance with the Foundation's Record and Information Management policies and procedures.



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BOARD AGENDAS Board agendas are the legal record of the subjects and items to be discussed at the specified Board meeting.

- (1) Shall be presented at all Board and Ad Hoc committee meetings, without fail;
- (2) Shall record the meeting's location, date, and time;
- (3) Shall include all matters to be discussed or presented;
- (4) Shall record or refer to, as practicable, relevant data for the Board's consideration;
- (5) Decision items that are prepared by administration and included in the council agenda packages should set out or clearly suggest the anticipated resolution,
- (6) Shall be posted to the Foundation website on the Thursday prior to the Board meeting unless delayed by unforeseen circumstances,
- (7) Shall be reviewed, amended as required and adopted by the Board at the start of the Board meeting; and
- (8) Shall be kept in permanent copy at the Foundation's Central Office and in accordance with the Foundation's Record and Information Management policies and procedures.
- (9) The approved Agenda, with changes noted, shall be posted to the Foundation website as soon as practicable after the Board Meeting, replacing the Agenda posted prior to the meeting.

Adopted By: _____
Hazel Reintjes (Board Chair)

Date: _____