

BOARD AND COMMITTEE MINUTES POLICY

The Secretary shall perform, or cause to be performed, the official recording of the written consent actions and minutes of all proceedings of the Board of Directors meetings and of all actions and proceedings of any committee that exercises board authority. The Secretary shall ensure that these records are kept in a permanent file whose location is known to the Secretary. The Secretary may delegate performance of some or all of these duties but shall oversee the performance to ensure that it is satisfactory.