

## **Operating Procedure 04 - Meeting Minutes**

**Purpose: To provide a record of meetings.**

**[Reference Article IV, Section 5, paragraph 4 of the ASC By-laws]**

### **1. ASC Secretary (Board of Directors)**

- a. Collects and compiles committee and regional reports.
- b. Prepares minutes of the ASC Annual International Conference general membership meeting and all Board of Directors meetings.
- c. Sends Meeting Minutes to the ASC Board of Directors within 30 days after the annual meeting and mid-year meeting for review and comment.
- d. After ASC Board approval, provides final electronic copies of meeting minutes and committee reports within 60 days after the annual meeting and mid-year meeting to the Webmaster for posting.

### **2. Regions, Committees and Task Forces**

- a. Prepare minutes of meetings.
- b. Send minutes to the Secretary for disbursement as needed for review and comment.
- c. Provide electronic copies to the Webmaster for posting to the website.