

III. BOARD AND CONGREGATIONAL MEETING MINUTES

A. Board Meeting Minutes

1. The Secretary shall include, in addition to following document naming protocols described in the Secretary's duties below,

- a. The meeting time
- b. Attendees, including roles
- c. Type of meeting (regular or special)
- d. Approval or correction of the previous meeting's minutes
- e. Text of decisions made or defeated (including names of those making motions)
- f. Adjournment time
- g. Attachment of all referenced reports and documents, clearly labeled, except in the case of confidential information, personnel matters and financial statements, which shall be recorded and stored separately, when appropriate
 - i. "Confidential information" shall include any information that has the potential for harm to an individual or the Fellowship
 - ii. If the Secretary or another Board Member notices information in any report or document that could be considered confidential, the Secretary will ask that the document or report be resubmitted to the Board, prior to recording, without the confidential information included

2. May be approved via electronic approval sent from five Board Members to the Secretary. If significant corrections are offered, positive approval from five Board Members is required after the corrected version is sent to the Board. If minor corrections that do not significantly affect content are offered, then re-approval is not required. The Secretary will take note of the date that sufficient approvals were received and finalize the minutes. This date will be recorded in the minutes of the next Board meeting.

B. Congregational Meeting Minutes

1. The Secretary shall include, in addition to following naming protocols described in the Secretary's duties below

- a. The meeting time
- b. Attendees in leadership roles
- c. Type of meeting
- d. Verification of a quorum by the Secretary
- e. Approval or correction of the previous meeting's minutes
- f. Text of decisions made or defeated (including names of those making motions and seconding)
- g. Adjournment time
- h. Attachment, where appropriate, of referenced reports and documents

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2. Shall be conditionally approved by the Board at the next regular Board meeting following the Congregational Meeting and recorded as such. The Minutes shall be finalized by approval at the next Congregational meeting, and the final version recorded by the Board Secretary in place of the conditionally approved version.