

## **Process for Permanent Board minutes**

In advance of the meeting, reports, draft minutes, memorial minutes and other documents to come before the Board are to be sent to the clerk by the Friday before the week of the meeting (that is, 8 days before the meeting). The clerk forwards the proposed agenda and the documents to the Office Manager for posting to the event page on the website.

Following the meeting, the Office Manager moves the advance documents to a webpage where the final minutes of the meeting will be posted eventually.

The recording clerk will find [helpful guidance for writing minutes here](#).

Immediately following the meeting, the recording clerk and PB clerk, consulting as needed with the Office Manager and/or Yearly Meeting Secretary, will note any minutes that require action—such as amending a policy, adding or removing a committee member, or creating a charge for a working group/resource group—and notify those Friends who need to follow up.

The recording clerk sends the draft minutes to the clerk for review before they are sent to the Office Manager for posting for the next meeting.

The recording clerk and the PB clerk confer to create the final minutes, consulting as needed with the Office Manager and/or Yearly Meeting Secretary. The final minutes are sent in a text file to the Office Manager for posting to the website and producing a PDF to be signed. The recording clerk may send the related documents in PDF to the Office Manager or send a list of the files from the advance documents to be attached to the minutes.

The Office Manager will create the final PDF of the minutes and related documents and send it to the clerk for signature via Adobe Sign. The Office Manager will submit the signed final minutes to the YM Archives.

4/15/2022