TRI-PAR ESTATES PARK AND RECREATION DISTRICT
POLICY AND PROCEDURE MANUAL

ITEM 5.32 MINUTES OF BOARD MEETINGS

This procedure will apply to all regular and special meetings of the Board, including all regular and special Workshops, Executive Committee meetings, and special Hearings.

1. The Board Secretary, or a Recording Secretary, shall take notes during the meeting as the basis for preparation of minutes. All such notes must be retained with the minutes.

a. If a Recording Secretary is utilized, the Recording Secretary shall complete preparation of minutes and submit to the Board Secretary. The Board Secretary will review and edit as needed. In the event the Board Secretary was not present at the meeting, the minutes shall be submitted to the Board Chair for review and edit.

b. In the event that the Board Secretary takes notes for preparation of minutes, but is unable to provide a printed copy, the Board Secretary may give handwritten minutes to the Park Manager who will have them printed in the office. This printed copy will be submitted back to the Secretary for review and editing as needed.

2. When minutes are prepared by the Board Secretary, or reviewed and edited as in 1.a. or 1.b. above, these minutes become the official minutes and public record. These minutes shall be distributed to all trustees, and may now be posted on the bulletin board and added to the Tri-Par website.

3. Florida public records law states:

"Draft minutes of a board meeting may be circulated to individual board members for corrections and studying prior to approval by the board, so long as any changes, corrections, or deletions are discussed and adopted during the public meeting when the board adopts the minutes."

4. As permitted by the above law, any Trustee may send suggested changes in writing to the Board Secretary, with a copy to all Trustees. These suggestions also become part of the public record and must be retained with the official copy of the minutes.

5. The Secretary will consider the suggestions and if needed will prepare corrected minutes. Such corrected minutes then become the official minutes and public record. If corrected minutes are prepared these shall be distributed to all Trustees prior to the next meeting.

6. The Board Secretary will bring copies of minutes to the next regular Board Meeting and present for approval and adoption. The requirement for *"discussed and adopted during the public meeting*" will be accomplished by the Secretary verbally explaining any changes made during the above process and giving opportunity for discussion prior to making the motion to adopt the minutes.

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7. The Park Manager will assist the Board Secretary in maintaining a proper file of minutes and supporting documents. Minutes shall also be saved as a PDF file on a flash drive and stored in the office safe. At the end of each fiscal year a flash drive of the entire years' minutes shall be stored in the District's safe deposit box at the bank.

8. Minutes of meetings are public records and must be made available to anyone upon request. The official file of minutes shall not be permitted to be removed from the office.

Approved 1/3/2017