

BEDG1—Minutes Procedures

For meetings other than executive sessions, minutes are to contain at least the following information:

- Date, time, and place of meeting.
- Members of the Board recorded as either present or absent.
- General description of the matter considered.
- An accurate description of all legal actions proposed, discussed or taken, and the name of the Board member who proposed each motion.
- Names of the persons, as given, making statements or presenting material to the Board and a reference to the legal action about which they made statements or presented material.

A meeting, for the purposes of the open meeting statutes, is the gathering of a quorum of Board members at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action.

It is therefore necessary to remember that:

- the coming together of a quorum of Board members:
 - in person or by technological devices such as a speakerphone, the Internet, or other device,
 - including study sessions, work sessions, and retreats,
 - regardless of whether or not any voting is scheduled to occur,
 - or of a subcommittee or advisory committee appointed by or at the direction of the Board, or which is to report to the Board,
- is a "meeting" and, therefore, minutes must be taken and processed as required by statute and specified above.