

MEETING MINUTES TIMELINE

Below is the timeline to be followed when typing and transcribing meeting minutes for:
Personnel, Executive, BOD, and Strategic Planning Committee

- Meeting takes place and minutes recorded by the Recording Secretary
- Next day the Recording Secretary submits notes and recording to front desk to transcribe.
- Front Desk types the minutes and supplies quality draft to Office Manager within Three Days
- Office Manager reviews minutes and recording for accuracy within Two to Three Days
- Draft of minutes sent to Executive Director PRIOR to sending out to committee – One Day to Review
- On seventh or eighth business day the minutes should be sent to committee and posted online

If this needs to be adjusted please let me know.

Thank you for all you do.