

## MINUTES

Accurate minutes of each board meeting shall be made and transcribed by the clerk of the board or other persons designated by the Board. The board shall review the minutes of each meeting as soon thereafter as possible, shall make any corrections or changes required to make the minutes accurately reflect the action taken by the board, and then approve such minutes as presented or changed.

The minutes should clearly reflect all motions voted on by the board, including action taken by the board on motions which did not pass.

The minutes will not contain a summary of each statement made by a board member, a guest or member of the staff, unless such person requests that his remarks be made part of the minutes or as otherwise provided herein. If such a request is made, the clerk shall record such remarks in the minutes.

The clerk will keep a record of the discussion by visiting groups in regards to any grievance.