

**BIRCH BAY VILLAGE COMMUNITY CLUB, INC.**

POLICY RESOLUTION NO 20-09-20-12

PURPOSE: To Refine, Define and Establish the method for acceptance and production of meeting minutes of the Board of Directors (BOD), Birch Bay Village Community Club (BBVCC)

WHEREAS, it is important and necessary that the minutes of the meetings of the Board of Directors be produced in a predictable and consistence manner; and

NOW, THEREFORE, BE IT RESOLVED:

That the Board of Directors of Birch Bay Village Community Club has adopted the following method for acceptance, production and availability of the minutes of the Board of Directors:

Minutes of the BOD shall be taken in a method approved by the Board (recording, short hand or other method). These minutes shall be transcribed and then considered a “draft”. The “draft” minutes shall remain the property of the Board and will not be available for general distribution until approved by the BOD at their following meeting. Once the minutes have been approved by the Board, the master “draft” copy shall be erased or otherwise destroyed to assure that only approved minutes are maintained and distributed by BBVCC. Only “approved” minutes of the Board shall be reproduced for general distribution to members of BBVCC and/or their representative.

DATE OF ADOPTION

ATTEST:

September 20, 2012

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SECRETARY