

## MINUTES OF YOUR PASTORAL CHARGE GOVERNING BODY

*Minutes should be:*

- ✓ Typewritten (and kept in a binder) or written in ink in a bound book
- ✓ Retained on a paper copy

*Things to remember:*

- ✓ Do not paste typewritten minutes in a bound book
- ✓ Number pages consecutively for each year (e.g. 05-66), including appendices
- ✓ Every page should be initialed by the secretary
- ✓ Every meeting should be signed by the Presiding Officer (i.e. Chair) and Secretary
- ✓ Indicate that a Quorum is present – defined in The Manual, or else defined by governing body
- ✓ List the names of those present
- ✓ Initial changes/erasures crossed out (do not use white-out)
- ✓ Rule out vacant space on the pages
- ✓ Send records no longer needed to the Central Archives!