



Minutes

Board minutes shall be taken by an administrative member of SEC for the board. Upon review the Director/Principal shall record on the minutes "Draft" until such time as the board reconvenes.

As per the agenda the Board minutes shall be read and a motion to accept the minutes shall be brought forward. Upon a passed motion the minutes shall have the "Draft" removed and be signed by the Chair Person of the Board.

The original minutes signed by the Chair Person are retained by the Director of Operations and filed with fiscal minutes for the year.

Adoption Date: August 21/12	Revision Date: March 9, 2016
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