



<b>Policy Name:</b> <b>Distribution of Meeting Minutes</b>		<b>Date of Approval</b> September 21, 2024	<b>Effective Date:</b> September 21, 2024
<b>Approved by:</b> HNO Board of Directors	<b>Prepared by:</b> Board of Directors		<b>Replaces Previous Versions</b> Newly created
<b>Review Cycle</b> Annually			
<b>Responsible</b> HNO Board of Directors	<b>Accountable</b> HNO Executive Director	<b>Consulted</b> HNO Board of Directors	<b>Informed</b> Members, Associations, Leagues

## PURPOSE

The purpose of this policy is to ensure that meeting minutes are accurately recorded, reviewed, and distributed in a timely manner to all relevant members and directors. This policy aims to enhance transparency, accountability, and communication within Hockey Northwestern Ontario

## SCOPE

This policy applies to all official meetings held within Hockey Northwestern Ontario, including but not limited to board meetings, special meetings, and annual general meetings.

## POLICY STATEMENT

The Board of Directors recognizes the importance of maintaining clear and accessible records of its meetings. This policy outlines the procedures for the distribution of meeting minutes to ensure transparency and effective communication.

## PROCEDURE

### 1. Recording Minutes

- 1.1. The Secretary or an appointed individual shall be responsible for accurately recording the minutes of each meeting.
- 1.2. Minutes shall include, at a minimum, the date, time and location of the meeting, attendees, approval of previous minutes, reports from staff and committees, old and new business, agenda items discussed, decisions made, action items, and any pertinent discussions.

### 2. Drafting Minutes

- 2.1. Draft minutes shall be prepared within seven (7) days of the meeting.
- 2.2. The draft minutes will be distributed electronically to all board members for review.



### **3. Approval of Minutes**

- 3.1. Minutes will be reviewed and approved at the next board meeting. Approval will be recorded in the minutes of that meeting.
- 3.2. Minutes from the annual general meeting will be reviewed and approved at the annual general meeting. Approval will be recorded in the minutes of that meeting.

### **4. Distribution of Approved Minutes**

- 4.1. Approved minutes shall be distributed electronically to all directors, and members within five (5) business days of approval.
- 4.2. Minutes shall be stored in a centralized and accessible location for future reference.

### **5. Confidentiality**

- 5.1. Sensitive information discussed during meetings shall not be disclosed publicly and will be marked as confidential and excluded from the general distribution of the minutes.
- 5.2. Confidential minutes will be handled in accordance with Hockey Northwestern Ontario ***In-Camera Meetings*** policy.