

Policy Number: 01.008

Policy Title: Policy on Minutes of Meetings Antioch College

Policy Type: Board Policy

Governing Body: Board of Trustees

Date of Current Revision or Creation: 10 January 2010

Policy on Minutes of Meetings Antioch College

This Policy on Minutes of Meetings (this “Policy”) of Antioch College Corporation d/b/a Antioch College (the “College”) is intended to provide the College with the means of insuring a proper recording of the meetings of the College’s Board of Trustees and committees. The Policy is as follows:

- I. The College’s Board of Trustees (the “Board”) and any and all Board committees, standing committees, standing committee executive committees, subcommittees, task forces, and working groups (collectively, “Committees”) shall keep and post written minutes of each meeting of such group (such meetings, “Meetings”). Minutes should included, but not be limited to, the following information:
 - a. Place, date, and time of meeting;
 - b. Meeting chair and officers present;
 - c. List of attendees and whether or not a quorum was present;
 - d. Statement that the minutes from the prior meeting were reviewed, amended if necessary, and approved;
 - e. Description of the substance of matters discussed (presentations and written materials considered should be included as exhibits, if feasible, or specifically identified and incorporated by reference); and
 - f. Statement of specific action taken (including the moving party and, where the required number of affirmative votes is other than a simple majority, the number of votes for, against, and abstaining).
- II. Minutes are not a transcript of the Meeting. Minutes should be in sufficient detail to apprise the reader of the general tenor and scope of the discussion (including minority positions), without attempting to record the statements or opinions of each person speaking.
- III. This Policy is not intended to change existing policies with respect to confidentiality of data. Minutes of non-public Meetings should be kept on a non-public basis or prepared in a manner that does not disclose non-public information.
- IV. The College staff member assigned to each Committee is responsible for ensuring that this Policy is followed with respect to Committee Meetings. The Secretary is responsible for ensuring that this Policy is followed with respect to Board Meetings. If neither the assigned staff members nor the Secretary is present at the respective Meeting, then the Committee chair (with respect to Committee Meetings), or the President (with respect to the Board Meetings), is responsible for ensuring that this Policy is follow with respect to such groups’ respective Meetings.

- V. The quorum, attendance, and the medium requirements with respects to any Committee Meeting shall be governed by the respective provisions governing Board Meetings as set forth in the College's Bylaws.

This Policy was approved by the Board of Trustees of the College on January 10, 2010

Print Name: Pavel Curtis

Title: Secretary