**Operating Procedure 04 - Meeting Minutes**

**Purpose: To provide a record of meetings.**

**[Reference Article IV, Section 5, paragraph 4 of the ASC By-laws]**

1. **ASC Secretary (Board of Directors)**
2. Collects and compiles committee and regional reports.
3. Prepares minutes of the ASC Annual International Conference general membership meeting and all Board of Directors meetings.
4. Sends Meeting Minutes to the ASC Board of Directors within 30 days after the annual meeting and mid-year meeting for review and comment.
5. After ASC Board approval, provides final electronic copies of meeting minutes and committee reports within 60 days after the annual meeting and mid-year meeting to the Webmaster for posting.
6. **Regions, Committees and Task Forces**
7. Prepare minutes of meetings.
8. Send minutes to the Secretary for disbursement as needed for review and comment.
9. Provide electronic copies to the Webmaster for posting to the website.