

Board Minutes and Documentation Best Practices

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Overview

- Purpose of Corporate Minutes
- Basic Information
- Documentation best practices
- Special circumstances
- Review and approval



Basic Meeting Information

- Date, time, location, duration
- Special or regular meeting
- Members, guests, advisors, management present
- Quorum
- Material distributed before or during meeting
- Agenda
- Discussions
- Decisions

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Review and Approval of Minutes

- Prepare draft minutes
- Circulate for review
- Note proposed changes and comments
- Approval at next regular Board meeting
- Maintain

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Please visit the Hall Render Blog at <http://blogs.hallrender.com> for more information on topics related to health care law.

Laura Leitch
612-499-3084
lleitch@hallrender.com

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