

Number: 1
Effective: 06-09-05
Supersedes:

**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

ADMINISTRATION PROCEDURE

- SUBJECT:** Updating Board Minutes
- REFERENCE:** N/A
- POLICY:**
- PURPOSE:** To properly chronicle the updating of the meeting minutes of the Board of Directors
- PROCEDURE:** The Executive Assistant or designee shall...
- A. Make all board approved changes to the minutes no later than seven (7) days following each board meeting.
 - 1. Place the word "UPDATED" in bold caps in the upper right corner of the header followed by the date of the meeting where the changes were made.
 - 2. The document's footer/address remains the same.
 - 3. Print the updated minutes. Replace the original set of minutes with the revised hard copy in the corresponding monthly board file folder behind the agenda.
 - B. Record changes in action items in the board archives computer file (BOD/a/ARCHIVED DATA/archived motions).
 - 1. Replace all existing language with the new language.
 - 2. Add new language/listing if necessary.
 - 3. Save updated archived file.
 - 4. Save updated archived file to its back-up version: SAVE AS to "Archived Motions (Back up)."
 - C. E-mail updated minutes to the USU webmaster for placement on the USU Web page.

Approved:

Debra L. Hammond

Date