

Conservation District Minutes Checklist

Each month when emailing District Minutes to the Commission include:

- _____ Previous months approval statement (as a separate attachment)
- _____ Minutes should be emailed to the Commission districtminutes@conservation.ok.gov within 5 days after the meeting. In the following order, agenda, minutes, financial statement (Financial Statement will be for the previous month) and all reports

Have you checked to made sure that:

- _____ **ALL** dates/year are correct on approval statement, agenda, minutes and financial statement. (This is where most errors occur)
- _____ All minutes should show “Members present” and “Members Absent” (even if you have a vacant position on the board)
- _____ Heading for each page of minutes should include; date of meeting, district name and page number.
- _____ If you do not have quorum for a meeting, complete OCC – 4C “Notice of Lack of Quorum” and email to OCC. No agenda needed.
- _____ Email form **OCC-4B “Notice of Change in Meeting, Date Time and/or Place”** as soon as it’s filed with the County Clerk’s office. This should be received before the meeting (regular or special) occurs or is cancelled.
- _____ Make sure all people who receive copies of your minutes are included at the end of the minutes and that names and titles are accurate.

Recommendation:

It is recommended that districts keep several years of minutes stored on CDs or flash drive and placed in a fire proof cabinet or safe deposit box.