

Conservation District Minutes Checklist

Each month when submitting District Minutes to the Commission include:

- _____ Previous months approval statement (not stapled)
- _____ Minutes should be sent to the Commission within 5 days after the meeting. In the following order, stapled together; agenda, minutes, financial statement (Financial Statement will be for the previous month) and reports. If the packet is too thick to staple, please use a binder clip.

Have you checked to make sure that:

- _____ **ALL** dates/year are correct on approval statement, agenda, minutes and financial statement. (This is where most errors occur)
- _____ **NO** two sided or legal copies due to microfilming.
- _____ 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 send copy to OCC. No agenda needed. **No Faxes Accepted.**
- _____ Send in or fax 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 you send copies of your minutes to 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. In the event that the districts original minutes are damaged or lost the district will have easy access to their minutes.