

## Conservation District Minutes Checklist

### Each month when submitting District Minutes to the Commission include:

- \_\_\_\_\_ Previous months approval statement (not stapled)
  
- \_\_\_\_\_ In the following order, stapled together; current agenda, minutes, financial statement and reports (should be sent in 5 days after meeting). If the packet is too thick to staple, please use a binder clip.

### 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)
  
- \_\_\_\_\_ **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.
  
- \_\_\_\_\_ 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 floppies (one year per disc) and then place the disc 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.