

## ORGANIZATIONAL STANDARDS – GUIDANCE ON BOARD MEETING MINUTES

The Department has become aware of inconsistencies throughout board meeting minutes submitted and not meeting organizational standards. As often as possible, subrecipients should ensure language within the board meeting minutes is clear so that the organizational standards will be met.

1. **Type of Meeting:** Please identify the “type” of board meeting, (i.e., regular monthly meeting, financial meeting, etc.)
2. **Quorum:** Did your agency have a quorum, a yes or no answer is sufficient.
3. **Topic:** Explain what each topic is that will be under discussion.
4. **Discussion:** Provide a narrative of what was discussed.
5. **Conclusion:** Provide a brief explanation of what was decided after the discussion was completed.
6. **Action:** A motion was made to...(was the topic/item discussed approved, reviewed and approved or updated.)
7. **Person Responsible:** Provide the name of the person who made the motion.
8. **Action:** The motion was seconded.
9. **Person Responsible:** Provide the name of the person who seconded the motion.
10. **Outcome:** Provide the details of the vote. Was it unanimous, were there some for, some against, did some abstain?
11. The **signature** establishes evidence that these are the official minutes.

### APPLICABLE COE STANDARDS

Board Minutes would be appropriate, at least in part, to document compliance with the following COE Standards:

- ✓ Standard 1.3: *The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.*
- ✓ Standard 3.5: *The governing board formally accepts the completed community assessment.*
- ✓ Standard 4.1: *The governing board has reviewed the organization’s mission statement within the past 5 years and assured that: 1.The mission addresses poverty and, the organization’s programs and services are in alignment with the mission.*
- ✓ Standard 4.4: *The governing board receives an annual update on the success of specific strategies included in the Community Action Plan.*
- ✓ Standard 4.5: *The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less as well as outlines the process for filling a permanent vacancy.*
- ✓ Standard 4.6: *An organization-wide risk assessment has been completed within the past two year and reported to the governing board.*
- ✓ Standard 5.1: *The organizations governing board is structured in compliance with the CSBG Act:*
  1. *At least one-third democratically-selected representatives of the low-income community*
  2. *One-third local elected officials (or their representatives); and*
  3. *The remaining membership from major groups and interests in the community.*

- ✓ Standard 5.2: *The organization's governing has written procedures that document a democratic selection process for low-income community.*
- ✓ Standard 5.3: *The organization's by-laws have been reviewed by an attorney within the past 5 years.*
- ✓ Standard 5.5: *The organization's board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.*
- ✓ Standard 5.8: *The governing board members have been provided training on their duties and responsibilities within the past 2 years.*
- ✓ Standard 5.9: *The organization's governing board receives programmatic reports at each regular meeting.*
- ✓ Standard 6.1: *The organization has an agency-wide strategic plan in place that has been approved by the governing board in the past 5 years.*
- ✓ Standard 6.2: *The approved strategic plan or comparable planning document addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.*
- ✓ Standard 6.3: *The approved strategic plan or comparable planning document contains family, agency, and/or community goals.*
- ✓ Standard 6.5: *The governing board has received an update(s) on progress meeting goals of the strategic plan in the past 12 months.*
- ✓ Standard 7.1: *The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board in the past 5 years.*
- ✓ Standard 7.3: *The organization has updated written job descriptions for all positions within the past 5 years.*
- ✓ Standard 7.4: *The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year.*
- ✓ Standard 7.5: *The governing board reviews and approves CEO/Executive Director compensation within every calendar year.*
- ✓ Standard 7.7: *The organization has a whistleblower policy that has been approved by the governing board.*
- ✓ Standard 8.2: *All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed appropriate.*
- ✓ Standard 8.3: *The organization's auditor presents the audit to the governing board.*
- ✓ Standard 8.4: *The governing board formally receives and accepts the audit.*
- ✓ Standard 8.6: *The IRS Form 990 is completed annually and made available to the governing board for review.*
- ✓ Standard 8.7: *The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program and, 2. Balance sheet/statement of financial position.*
- ✓ Standard 8.9: *The governing board annually approves and organization-wide budget.*
- ✓ Standard 8.10: *The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.*
- ✓ Standard 8.11: *A written procurement policy is in place and has been reviewed by the governing board within the past 5 years.*
- ✓ Standard 9.3: *The organization has presented to the governing board for review or action, at least in the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements as necessary.*

BOARD MEETING MINUTES		DATE: Enter the date of the meeting	
MEETING CALLED TO ORDER BY:	Enter the name of the person who called the meeting to order.		
TYPE OF MEETING	Please identify the "meeting type" (i.e., regular, financial, etc.)	QUORUM MET:	Yes or No
BOARD MEMBER ATTENDEES	List all Board Members attending the meeting		
BOARD MEMBERS ABSENT	List all Board Members absent from the meeting		
STAFF ATTENDEES	List all Staff attending the meeting		
GUEST ATTENDEES	List all Guests attending the meeting		
Agenda Topics			
TOPIC 1:	Explain what the topic is under discussion	PRESENTER	Enter the name of the person presenting the topic
DISCUSSION	Provide a narrative of what was discussed		
CONCLUSIONS	Provide a brief explanation of what was decided after the discussion was completed		
ACTION	Motion was made to approve, review and approve or updated	The motion was seconded	
PERSON RESPONSIBLE	Person who made the motion	Person who seconded the motion	
OUTCOME:		YEA:	NAY:
TOPIC 2:		PRESENTER	
DISCUSSION			
CONCLUSIONS			
ACTION			
PERSON RESPONSIBLE			
OUTCOME:		YEA:	NAY:
BOARD CHAIR SIGNATURE:		BOARD SECRETARY SIGNATURE:	
Signatures are evidence that these are the official minutes			