

**Cottonwood, Incorporated
Policies and Procedures**

SECTION: Administrative

POLICY NO: 04-021

SUBJECT: Minutes of Meetings

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EFFECTIVE DATE: July 1987

Policy:

All meetings where official agency business is conducted will be documented with minutes as per departmental guidelines. However, the following must always be documented:

- Governing Board Meetings
- Management Team Meetings
- Safety Meetings
- Admission and Discharge Committee Meetings
- Policy Committee Meetings
- Consumer Committee Meetings
- Standing and AdHoc Committees
- ISO Steering Team
- ISO Management Review
- Emergency Response Team
- Audit Committee

Procedures:

1. One person will be designated at the start of each meeting to record minutes
2. Minutes of meeting will include at least the following:
 - a. Date of meeting
 - b. Place held – Cottonwood, Inc.
 - c. Time held
 - d. List of persons attending the meeting
 - e. Topics discussed
 - f. Action taken
 - g. The minute recorder's name
3. Copies of pertinent agency wide committee and departmental meeting minutes will be emailed to all Coordinators and Directors.