Minutes

1.) District minutes are the official records of the District and are the responsibility of the Secretary/Treasurer. They may be typed and kept by the District Clerk.

2.) All bills must be approved by a majority of the board prior to payment. Final approval must be reflected in the minutes.

3.) Minutes are the permanent record of the districts and should be kept forever. The Wyoming State Archives will microfilm and store old records.

4.) Minutes must reflect all expenses and income for the period since the last meeting. A copy of the Treasurers financial report may be attached.

5.) All minutes must be signed by both the Chairman and the Secretary/Treasurer after they are approved.

6.) The District's travel policy should be recorded in the minutes and reaffirmed annually.

7.) An official bank should be designated annually and recorded in the minutes.

8.) The draft minutes should be prepared as soon as possible after the meeting and mailed to each board member. Corrections should be made at the next board meeting. Corrections to the minutes must be formally noted in the following meeting's minutes and not be handwritten corrections.

9.) The minutes should reflect a designated limit for a petty cash fund, as well as petty cash guidelines.

10.) Minutes should include:

a. Members present, date and location
b. Approval of previous meeting minutes
c. Bids
d. Bills, payments approved, payments rejected
e. Agenda matters with motions to accept or fail, and discussion of agenda matters

11.) Please send copies of all minutes to the Wyoming Department of Agriculture, Natural Resources Section, and WACD, and your WACD Area Director. Minutes can be e-mailed to WDA, WACD and your Area Directors.