



THE ADVOCATE...

SEPTEMBER 2017

THIS EDITION: MEETING MINUTES RECORD RETENTION POLICY

Welcome to my 2nd missive of **THE ADVOCATE** dedicated to all Council Advocates but shared with the Council Grand Knight and all District Deputies. You may share this with anyone in your Council but it relates strictly to your responsibilities in the Council. Remember...it is your responsibility to ensure that the Council Executive knows and follows these laws and rules.

Meeting Minutes

In my travels around the province I have presented and discussed the recording, distribution, and disposition of meeting minutes.

...And none of this without some objection and criticism.

So I present below the official rule from Supreme. It mentions the 'Council' but actually encompasses every subordinate Council under Supreme.

Council leaders should ensure that membership information and financial information is not improperly disclosed when recording and distributing meeting minutes. Distributed meeting minutes should not contain personal identifying information of members, information that would cause scandal (discussion of a man's candidacy, disciplinary actions, etc.), or financial information.

Council officers should consider implementing the following best practices:

- *Publish minutes on a secure website with complex password protection, or, alternatively, distribute minutes in an encrypted and/or password protected document.*
- *Maintain hard copies of minutes at the council's principal place of business using a binder or book.*
- *Instruct council members to destroy hard copies and delete electronic copies of meeting minutes after they have been approved.*

Rev. June 2017

This passage can be found in the Protection of Membership And Financial Information section on the Officer's Desktop Reference.

To expand on the passage...

Meeting minutes should follow these rules:

- Be issued in 'Draft' form and duly stated or stamped.
- Should be distributed in PDF format only.
- Omit usage of any member's name(s) except for a Motion where the person making and seconder to the Motion must be provided.
- Do not include any dollar or budget amounts
- Do not include any comments.
- A topic or subject may be mentioned along with the initiator but do not include discussion points.
- Minutes should only be sent to anyone requesting the minutes.

Record Retention Policy

State and local councils should have a system of maintaining records that complies with all relevant laws and regulations. To this end, the Supreme Advocate's Office recommends the following general standards for maintaining a complete set of council records:

1.	Corporate Records	Charters, By-Laws, minutes, etc.	permanently
2.	Financial and Business Records	Bank Statements, Contracts, Purchase Orders, Invoices, etc.	10 years

If a local council or assembly is dissolved or suspended, the State Council should take custody of all records and maintain them according to the guidelines set forth above or until the council or assembly is reinstated.

Rev. October 2010

Additional information on both these topics is available at the Officer's Desktop Reference web page on Supremes' web site available at www.kofc.org.

Your feedback is invaluable. If anyone has any questions or comments drop me a line at SA2017@kofc.ab.ca

Thank you for your attention...and God Bless.

Vivat Jesus
Sir Knight John Onyskiw
State Advocate