

North Valley Animal Disaster Group Standard Operating Guidelines

Title: MINUTES

Objective: To keep an archive of clear, accurate recording of all Board Meetings

Description:

- The Executive Director will take and distribute Board Meeting Minutes (and other Minutes as deemed appropriate) in a timely manner.
- The Secretary will maintain a hard copy of all Minutes.

Related Documents Attached: n/a

Date: October 30, 2019 Author: John Maretti