

<b>Saskatchewan Horse Federation (SHF)</b>	
<b>Policy: Electronic Recording of Meetings &amp; Recording Retention Policy</b>	
<b>Board Approval Date: June 14, 2020</b>	<b>Responsible: Executive Committee</b>
<b>Effective Date: June 14, 2020</b>	<b>Next Review Date: June 2023</b>
<b>Last Revised:</b>	

### **Introduction:**

1. The policy statement applies to the process of recording minutes of Board of Directors or Committee Meetings for the purpose of accurate minute preparation and to provide timelines for retention and process for destruction.
2. Additionally, it applies to how the recordings are stored and how they are destroyed.

### **Purpose:**

3. The purpose of this policy is to establish a clear and easily understood process regarding recording, retention and destruction of meeting minutes.
4. The objectives of the Policy are:
  - a. To ensure creation of concise, accurate minutes as record of Federation decisions.
  - b. To ensure Directors and Committee Members are able speak openly in discussions during meetings.
  - c. To ensure privacy is maintained regarding the confidential discussion of Directors or Committee Members at meetings.
  - d. To ensure specific timelines are set recordings are not retained longer than necessary.
  - e. To ensure proper storage methods and complete disposal based on agreed to timelines.

### **Administration:**

5. Meeting audio recording is captured to an electronic memory device. (not cassette style)
6. Recorded meetings are downloaded to a private drive accessible only to the Office Manager and the Executive Director.
7. The File is uploaded to a private One Drive Folder to permit the Minute Recorder access for minute preparation.

### **Policy & Process:**

8. Upon completion of the final draft of the minutes the electronic recording is deleted.

**Monitoring:**

9. The Executive Committee and the Executive Director will monitor the process.

**Who should know this Policy:**

10. The Board of Directors, Policy Review Committee, Executive Director and the Office Manager.

**Policy Review:**

11. The Policy shall be reviewed every two years to determine modifications, if any, or to address shortcomings of the Policy Statement or possible changes or improvement in technology.

**History: (dates & modifications made to the policy)**

- June 14, 2020 approved by Board of Directors