1. At start of meeting:
	1. Ensure Host starts Record Meeting on Zoom at beginning of the meeting
	2. Make a note of all in attendance during meeting as the recording will only show speaker view and NOT gallery view.
	3. Make a note of the time meeting starts and ends.
2. After meeting, the Zoom recording will be available anywhere from a few minutes after the meeting to a few hours. It goes to the RUMTC@gmail.com email account
	1. Refer to the RUMTX PROCESS – Meeting Video Retrieval to access recording
3. If you create a Minutes Template with current Board Member names it is much easier for attendance. 
4. Motions and To Do items
	1. I tried to underline all Motions/Votes taken so they are easier to find.
	2. I also tried to bold all To Do’s that were to be done by various members.
5. Open Items:
	1. This was used for items that were for the future or tabled during the meeting
6. Distribution of Minutes
	1. Minutes idealy are distributed as soon as possible after the meeting in case there are To Do’s for members and to ask for corrections – within a week of the meeting is good.
	2. I did the minutes in Word, but distributed them as a PDF.
		1. Pull up template and save in WORD as “(Date of Meeting) RUTMX Board Minutes” – Make sure to save in a folder specifically for RUMTX so it will be easy to find.
		2. When minutes are finished and saved in Word then print and change printer to “Microsoft Print to PDF”
			1. Click on Print
			2. Click on the Printer down triangle to change
			3. Click on Microsoft Print to PDF
		3. 
		4. Name your pdf file as follows: “(Date of Meeting) RUTMX Board Minutes”
		5. Save to your RUMTX folder
	3. Current list of Board Member emails as of 1-31-22
		1. You can copy and paste this list into an email. I also created a RUMTX Board mail group which I’m sure you can do in Yahoo as well.
		2. Allison Sullivan <allisontsullivan@gmail.com>,
		Erin Kupcunas Faseler <ekupcunas@yahoo.com>,
		Gary Frederick <garyandjudy1964@gmail.com>,
		Glynden Bode <glyndenbode@gmail.com>,
		Jean Vander Plow <missnanajean2000@yahoo.com>,
		Jennifer West <jcjwest@gmail.com>,
		Jim Banston <jimbankston@yahoo.com>,
		Judy Graves <jkgraves55@gmail.com>,
		Julia Riley <julia@galvestoncentralchurch.com>,
		Justin Flint <Flint@fortbendatty.com>,
		"Laura (RUMTX) Young" <laura@rmnetwork.org>,
		Nathan Lonsdale Bledsoe <nbledsoe@gmail.com>,
		"Norma (Dick) Graves" <lexford10@aol.com>,
		Rahel Yoo <Rahelyoo@gmail.com>,
		RUMTX RUMTX <RUMTXC@gmail.com>,
		Trevor Warnen <drummer.trev@gmail.com>,
		Virginia Shanks hvholland2015@gmail.com
	4. In the email make sure to ask everyone to proof the minutes and send corrects to your email.
		1. If you receive corrections – make them on the Word version of the minutes; save file; and print to pdf again. (you can either save over the current names of docs or add a revision date to the end of the file name)
	5. Note – the Secretary is the keeper of the minutes so do NOT delete the official copies.
7. Duties of Secretary duties per By Laws:
	1. 
	2. By Laws, incorporation docs are on a hidden page on the website as well.