

E K M A R K & E K M A R K, L.L.C.

ATTORNEYS AT LAW

A question often arises as to whether a board should post minutes of a recent board meeting immediately after that board meeting, or whether the board should wait to post until the minutes are officially approved at the next board meeting. As a general rule, board meeting minutes are not officially a “record” of the association until they are approved by the board at its next meeting. Until the meeting minutes are approved, they are basically just one individual’s recollection of what occurred at the meeting.

Accordingly, since the meeting minutes are not an association record until approved, the board should wait until the minutes are formally approved at the next board meeting before posting or distributing them.

If the board wishes to distribute or post minutes before they have been approved, it should clearly mark the minutes as “DRAFT,” so that members know they are not final, approved minutes of the association and are subject to change.

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