

ADMINISTRATION

Agendas, Minutes and Records

1. The Chairperson shall establish agendas for the Trustees' meetings. The Chairperson shall endeavor to provide the agenda, together with materials relating to the subject matter of each meeting, to the Trustees prior to each meeting.
2. Minutes shall be kept of all Trustee meetings. The minutes shall be circulated in draft form to the Trustees to ensure an accurate record, and shall be approved at a subsequent Trustee meeting.
3. The Chairperson may delegate his or her responsibilities regarding agendas, minutes and records, in accordance with the Trust's delegation procedure.
4. The Trustees shall keep records of all decisions regarding benefit document interpretations and benefit claim determinations.

Cross References:	Trust Procedure 110.7P Trust Procedure 410P Trust Policy 430 Trust Procedure 450 Board Policy 8410 Board Procedure 8410P	Delegation of Duties Claims Procedure Health Insurance Portability and Accountability Act of 1996 (HIPAA) – Privacy and Security (referencing HIPAA Privacy Manual, as amended for Security) Records Retention and Management Records Management and Retention Records Management and Retention
	General Records Retention Schedule, School Districts and Educational Districts, provided by the Office of the Secretary of State, Division of Archives and Records Management	

Adopted: August 29, 2005
Revised: January 24, 2011