

CORRECTIONS TO PRIOR BOARD MINUTES – For Board Approval 5/24/17

NOMINATION/ELECTION/INSTALLATION of Directors and Officers:

1. **NOMINATION:** Usually, Director/Officer nominations are presented to the Board at a meeting prior to the January annual meeting. Note: On occasion, the Nominations may not be presented until the January annual meeting; in this case, the approval of the Nominations and the Election of the slate as presented are concurrent.
2. **ELECTION:** New Directors/Officers are elected at the January annual meeting.
3. **INSTALLATION:** New Directors/Officers are installed at the next regular Board meeting. **NOTE:** Confirm that no approval (motion/second/vote) is needed at this meeting, since the Board already approved the elections at the January annual meeting. Notate in minutes appropriately.

PROCESS TO ADD MINUTES CORRECTIONS:

1. Pass out list of Corrections to Board for review/approval at Special Session meeting.
2. Note the approval of the Corrections in the Board minutes and refer to the “attached list” of corrections.

CORRECTIONS

4/23/13 Meeting Minutes

- Original text (re: board terms): “Term: April 2013 through Jan 2014.”
- **CORRECTION:** “Term: April 2013 to April 2014.”

4/29/14 Meeting Minutes

- Original text: Contained NO reference to the installation of Board Members
- **CORRECTION:** Note the Installation of officers, and any new Directors, nominated at the 1/28/14 Board meeting, including and add the name of the installed Vice Chair:
 - Peter Morris – Chair
 - West Lawson -- Vice Chair
 - Bernadette Spong – Treasurer
 - Penny Washington – Secretary
 - Vice Chair nomination: 1/28/14 Board meeting minutes state: “Vice Chair decision to be made at April 29th Board Meeting.”

7/22/14 Meeting Minutes

- Original text: No Meeting Minutes can be found for the 7/22/14 meeting. However, a copy of an Agenda for 7/22/14 was found that included the following statement at the bottom: “MEETING CANCELLED – Quorum Not Present – Next meeting September 4, 2014.”
- **CORRECTION:** Create Minutes that state “Meeting was cancelled due to a quorum not being present; the meeting was rescheduled to September 4, 2014.”

9/4/14 Meeting Minutes

- Original text: “Approval of Minutes from 07-10-14.” However, the previous Board meeting scheduled for 7/22/14 was cancelled due to the lack of a quorum. So the Board minutes that needed approval at the 9/4/14 meeting would have been for the 4/29/14 Board meeting.
- **CORRECTION:** “Approval of Minutes from 04-29-14.” -- **IF these were presented/approved.**

11/20/14 Meeting Minutes

- Original text: “President and President Elect to serve 2 years”
- CORRECTION: Clarify this statement and correct as appropriate – if possible. President and President-Elect are Medical Society (not CHF) officer positions; did this statement mean that they were serving a second year on our Board because they remained in those positions under the Medical Society board?

4/28/15 Meeting Minutes

- Original text: Under “2015-2016 Officers” under “Follow-Up Action Item(s)” column: “President presents to full Board with unanimously votes in favor with no dissent.”
- CORRECTION: Clarify this statement and correct as appropriate – if possible. Is this simply a notation of the new installation of Officers/Directors? If so, is a vote even needed? If the recording of a vote is needed, move to “Key Discussion Points” and correct President to Chair and correct unanimously to unanimous: Chair presented to full Board with unanimous votes in favor and no dissent.
- Original text: “Officers will serve 2 year terms for continuity.”
- CORRECTION: Clarify this statement and correct as appropriate – if possible. Since a change in all Officer terms would need to fall under amended Bylaws and not a Board vote, this statement should either be stricken from the Minutes or re-stated as needed.
- Original Text: “Officers:
Chair: West Lawson
Vice Chair: Marilyn Pearson
Secretary: Bernadette Spong
Treasurer: Penny Washington”
- CORRECTION: “Officers:
 - Chair: Peter Morris. Note: West Lawson, elected in January 2017 by the Board, is unable to fill the position at this time. Therefore, Peter Morris agreed to serve a second term as Chair.
 - Vice Chair: West Lawson. Note: Marilyn Pearson, elected in January 2017 by the Board is unable to fill the position at this time. Therefore, West Lawson agreed to serve a second term as Vice Chair.
 - Secretary: Penny Washington. Note: Incorrect Board position listed in original Minutes.
 - Treasurer: Bernadette Spong. Note: Incorrect Board position listed in original Minutes.
- Original Text: “WCMS President-Elect – West Lawson”
- CORRECTION: Clarify if this is an accurate statement; if not, strike from the original Minutes.

7/28/15 Meeting Minutes

- Correct last name of “Vickers” to “Ricker” under “2015-2016 Officers.”

7/19/16 Meeting Minutes

- Correct minutes to reflect that the 2016 budget revision was approved.