

Policy for Release of Draft Meeting Minutes

Approved December 12, 2018

Meeting minutes for the most recent Big Sky Resort Area District Board meeting are generally approved at the subsequent meeting.

Draft minutes that have yet to be approved by the Board will only be released to the District's Board Members, attorney and accountant. The only other exception for releasing draft minutes before they have been approved by the Board is for a request from a financial institution to update signature cards.

Once minutes are approved by the Board, they will be available upon request from the District office within 72 hours of approval and will also be posted on resorttax.org monthly after approval. When possible, videos of open board meetings are made available to the public via Facebook Live, and the District's video recording of each meeting is posted to resorttax.org.

Timeline for Meeting Minutes:

Board Meeting: The Administrative Officer takes minutes.

1-2 weeks after the meeting: Draft minutes are completed by the Administrative Officer and sent to the Operations Officer and Board Secretary for editing. If the District's attorney was present, the minutes are sent to the attorney as well.

2-3 weeks after the meeting: Draft minutes are sent to the entire Board for review.

1 week prior to a monthly board meeting: Draft minutes are included in the board meeting packet.

Day of board meeting: Any changes to the draft minutes are discussed. A motion is made by the Board to approve the minutes as amended. Amendments per the Board's discussion are made by the Administrative Officer following the meeting.

After each meeting: Any approved minutes are available upon request within 72 hours of approval and will be posted on resorttax.org.