

2013 BCM

Sue Ryan

From: Sue Ryan
Sent: Wednesday, July 08, 2015 3:15 PM
To: Matt Zook
Cc: Jacque M. Betz
Subject: Missing permanent vital records for Budget Committee
Attachments: 2013 BCM missing minutes.pdf

Hi Matt,

Lon Wall came in and signed the Budget Committee minutes for the 2014 meetings, which I'm archiving (scanning in on the directory and filing paper).

I need to know who to send the signed ones to so they can be posted online.

In my files there are Budget Committee Minutes up until 2012 but none for 2013. I've looked through Norma's stacks and folders and do not see draft ones anywhere.

According to the minutes from 2014, the committee approved 2013 minutes as amended for three meetings (see attached note).

I've started what I call a hot file – which means I have a missing vital permanent record that needs to be found.

Is it possible for Finance to search their records for these minutes ?

If for some reason the minutes were never prepared (I've run across a few instances of this already) then the audio files are still available (on the web server).

One solution could be to have Finance pay the cost of having the transcriptionist re-prepare the minutes. She would also have to listen to audio from 2014 to see what the amendments are.

Let me know what you want to do.

Thanks

Sue

Sue Ryan

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