

Records of all transactions of the Brevard Academy- A Challenge Foundation Academy (BA-CFA) Board will be set forth in full in the official minutes. The minutes will include the time, date, and location of each meeting, the members present and absent, all motions made, the name of the Board Member making the motion, the name of the Board Member who seconded the motion, a summary statement of the discussion, and a record of the vote. If the vote is not unanimous, the Chairman will identify how each member voted, and a record of the vote shall be included in the minutes.

The secretary to the Board will transcribe his/her notes in written form, proofread for typographical errors, and prepare a final version of the minutes. The minutes will then be submitted to the Board for approval at the next Board meeting. The approved minutes will become public documents after they have been approved by the Board.

The minutes will be kept on file as a permanent official record of the system. The secretary to the Board will maintain the minutes. The minutes will be made available to the public on the BA-CFA website.