



# Administrative Reminders

February 19, 2025

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Services

# Meeting Minutes

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## Minutes should include:

1. Name, date, and location of meeting
2. List of attendees (note presence of a quorum)
3. Time meeting was called to order
4. Antitrust Policy
5. Approval of agenda and previous meeting minutes
6. Motion text and name of maker and status/results of motions
7. Time meeting was adjourned

## Minutes do not include:

1. Discussion
2. Personal opinion
3. Name of seconder of a motion
4. Entire reports

# Templates

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- Consistency
- Brand alignment
- Contact your staff liaison or email [support@wecc.org](mailto:support@wecc.org) for the most up-to-date version of the template.

# Posting requirements per the Charter

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- RAC: *An agenda, containing the items for which action may be taken, will be provided no less than 10 days before meetings.*
- RRC: *An agenda, and items for which action may be taken, will be posted no less than 14 calendar days before in-person/hybrid and seven calendar days before virtual/conference calls.*



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