



A slide with a large puzzle piece forming a dollar sign in the background. The AFSCME logo is in the bottom left. The text reads: **AFSCME'S FINANCIAL STANDARDS CODE** and **Article VIII**.



A slide with a puzzle piece background. The AFSCME logo is in the bottom left. The text reads: **AFSCME'S FINANCIAL STANDARDS CODE** and **Article VIII Meeting Minutes**. A photo of Cathy A. German, CPA, International Union Auditor, is on the right.





A slide titled "Goals" with a hand holding a blue ball. The goals are listed as LEARN, UNDERSTAND, and ACCESS. Below are three blue boxes with details for each goal.

Learn	Understand	Access
The requirements of Article VIII of AFSCME'S Financial Standards Code	The Importance of Maintaining Accurate Meeting Minutes	Return to AFSCME's website to access FSC Videos and a complete copy of the Financial Standards Code

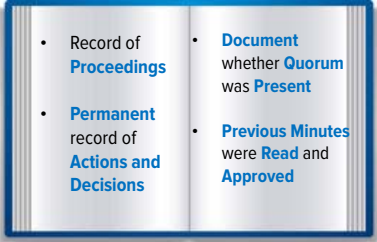
Minutes

The Recording Secretary is responsible for maintaining the minutes of all the Affiliate meetings such as:


- Executive Board Meetings
- Membership Meetings
- Committee Meetings

Meeting Minutes



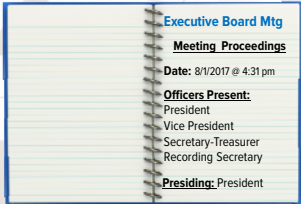
- Record of **Proceedings**
- **Permanent** record of **Actions and Decisions**
- **Document** whether **Quorum** was **Present**
- **Previous Minutes** were **Read** and **Approved**




Order of Business

Minutes Record the Meeting Proceedings to include:

- **Date** and **Time** of Meeting
- Officers **Present**
- Who **Presided**



Executive Board Mtg
Meeting Proceedings
Date: 8/1/2017 @ 4:31 pm
Officers Present:
 President
 Vice President
 Secretary-Treasurer
 Recording Secretary
Presiding: President





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Minutes Note Financial Authorizations:

The most important function of the meeting minutes is that they note **Financial Authorizations** such as:

- **What** Motions Were Made
- **Who** Made the Motions
- **Who** Seconded the Motions
- **Whether** the Motions Passed



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Financial Reports

The Following Must Be Attached to the Minutes:



- Monthly Financial Report
- Annual Budget
- Audit Report



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Meeting Minutes

The Minutes Must be:


- **Signed** by Recording Secretary
- **Approved** by Appropriate Body
- **Read and Approved** at Next Meeting of **Body**



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Key Point

Minutes are part of the **Financial Records** of the **Union** and must be **Retained** for **Seven Years**



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KNOWLEDGE CHECK

How long must **Minutes** be retained in the **Affiliate's** records?

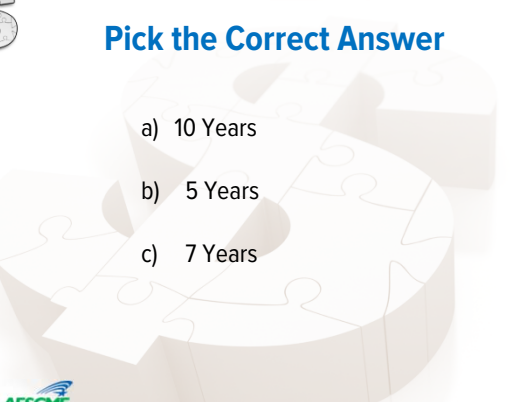


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Pick the Correct Answer

- a) 10 Years
- b) 5 Years
- c) 7 Years




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ANSWER

The correct answer is "C" – 7 Years

Remember, If your affiliate is ever audited by the IRS, they can require 7 years of records.



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Summary

Article VIII – Meeting Minutes

1. The Recording Secretary should provide all check signers with copies of the minutes each month so they can verify authorizations.
2. The following items must be physically attached to the minutes when presented:
 - Monthly Financial Report
 - Annual Budget
 - Policies when approved
 - Contracts when approved
3. Minutes are part of the financial records of the union and must be retained for 7 years.

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Secretary-Treasurer Workshop

This Video covers only a **Small Portion** of what you will learn by attending one of our regular Secretary-Treasurer Workshops

Secretary-Treasurer Training is **Highly Recommended** for all Union Officers and Trustees

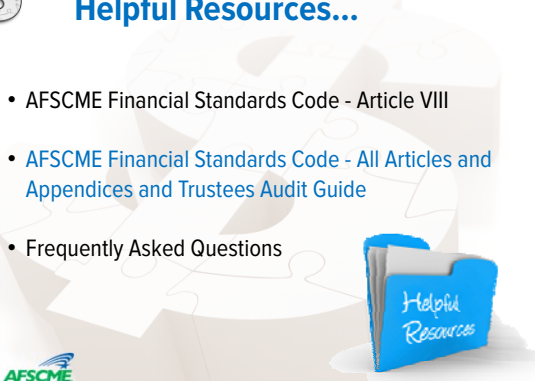
Contact your **Council or AFSCME International Representative** to schedule a class in your area



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Helpful Resources...

- AFSCME Financial Standards Code - Article VIII
- [AFSCME Financial Standards Code - All Articles and Appendices and Trustees Audit Guide](#)
- [Frequently Asked Questions](#)



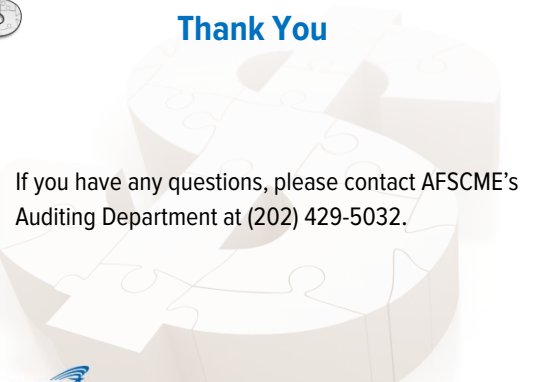
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Helpful Resources

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Thank You

If you have any questions, please contact AFSCME's Auditing Department at (202) 429-5032.



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