

### **Documenting and Storing Policy Decisions:**

While policy discussions and conclusions are noted in monthly meeting minutes, they are not currently housed in an easily accessible location. A recommendation was made that, beginning immediately, the secretary document any policy decisions made at a Board meeting and create a separate file for their storage. (A formal location for these files will be determined by the Continuity and Organizational Memory Task Force...).

**Reviewed and Approved by UMRA Board: xxx 2019**