

Annual Business Meeting (ABM) Minutes Review Process

The following guidelines and timeline describe a process for draft preparation, review, and finalization of the Annual Business Meeting (ABM) Minutes.

Within 1 week of the close of an ABM

The F.W.S. Office Executive Director ensures the ABM audio recording is provided to the ABM Record Keeper who prepares the draft ABM Minutes.

Within 3-4 weeks of the close of an ABM

The ABM Record Keeper forwards an electronic copy (in Word and pdf formats) to the F.W.S. Office and the three (3) reviewers:

1. New Chair of the Conference Charter Committee (CCC)
2. New Chair of the ABM Agenda Review Subcommittee (ARS)
3. New Chair of the Board of Trustees (BOT)

If the ABM Record Keeper becomes one of the new Chairs, then the CCC Vice-Chair or other appropriate trusted servant will be identified to participate in the ABM Minutes Review Process.

Within 3-5 weeks of the close of the ABM

The three (3) Chairs will review the draft, identify their individual suggestions for changes, and determine meeting times to discuss changes with the CCC Chair taking the lead/facilitator role as a rule.

Within 4-6 weeks of the close of the ABM

The three (3) Chairs review the draft together and confirm changes necessary to improve accuracy of the draft. If the audio recording is required to confirm the accuracy of the draft, then the BOT Chair is the only other person provided with the audio recording.

The draft is sent to the ABM Record-Keeper or CCC Chair for final preparation and edits (no content edits occur at this point).

Within 6-8 weeks of the close of the ABM

The ABM Record-Keeper or CCC Chair will forward the final ABM Minutes to the F.W.S. Office for archiving and for distribution to the Conference participants and the Fellowship at large (via website and media communication channels such as the **F.W.S. Newsletter**).

The CCC Chair is also responsible for distribution of the final ABM Minutes to the CCC and Conference Committees Chairs. The BOT Chair distributes to the Board members.