

**NAC SECRETARY'S REPORT # 1**  
**JANUARY 5, 2018**

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**NAC MINUTES OF BOARD MEETINGS**

As the Secretary for the corporation, I take notes at Board meetings, or request the notes be taken by another Director or Office Staff personnel. After the meetings, I review and finalize drafts of proposed minutes for distribution to, and review and approval by, the Board. Upon Board approval, I record any revisions and changes by the Board to the proposed minutes, then sign, file and maintain approved minutes in the Corporate Minute Book that I maintain in my offices. The approved minutes are also maintained in the administrative offices at the NAC. These duties are described in the NAC Bylaws.

Due to the now well-known series of distractions and disruptions of Board meetings since mid 2017, the distribution, review and approval of proposed Board minutes has been repeatedly tabled month after month. The Directors were aware of this approach and the meetings were conducted accordingly.

A request was made at the December 19, 2017 Board Meeting that the approved Board Minutes be published on the NAC website, which I will do starting in January, 2018. For convenience, go to the NAC Home Page, select "Resources", and scroll down to locate the NAC Board Minutes.