**Process to Approve Minutes for World Service Conferences**

The 2019 World Service Conference approved a policy for delegates to review and approve the minutes of the World Service Conferences. The procedure was appropriate when the Conference Committee managed the minutes.

Following WSC2019, the Conference Committee and the Board of Trustees agreed that it was the responsibility of the secretary of GreySheeters Anonymous World Service to manage the minutes of the annual meeting of the organization. This necessitated some revisions to the approved process.

The following process is intended to ensure that delegates of each World Service Conference have ample opportunity to review and to propose any corrections to the minutes of each conference.

**PROCESS DETAILS**

1. During the conference, the secretary shall record the minutes.

2. Upon receipt of the conference transcript from the transcriptionist (usually within 60 days of the conference), the secretary shall finalize the minutes. The secretary shall post the transcript on the GreySheeters Anonymous World Service google drive and email an announcement to the delegates that the transcript is available for their review. (See related procedure for submitting corrections to the transcript.)

3. The secretary shall present the minutes to the Board of Trustees for review within 30 days of receiving the transcript.

4. The Board of Trustees shall propose and vote on any necessary corrections and approve the minutes within 30 days of their submission by the secretary.

5. The secretary shall submit the minutes for publication on greysheet.org and email an announcement to all delegates that the minutes are available for review within 30 days of approval by the Board of Trustees.

6. Delegates shall email proposed corrections to the secretary within 30 days of the announcement. Proposed corrections shall include all information necessary for the secretary to understand the proposed correction, such as:
   a. The page number(s) in the minutes;
   b. The page number(s) and line number(s) in the transcript;
   c. The proposed correction to the minutes; and
   d. The reasoning for the proposed correction.
   e. Any other documentation (such as annual reports, agendas, etc. that explain the proposed correction.)

The secretary may, at her discretion, contact the delegate for clarification. However, any proposed correction that does not provide enough information shall not be
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made and the delegate may propose the correction at the next meeting of the World Service Conference.

7. The secretary shall review all proposed corrections and either:
   a. Make those proposed corrections that are relatively straightforward. She may choose to consult the Board of Trustees.
   b. Allow the World Service Conference to decide if the proposed correction should be made. She shall notify the delegate that the proposed correction may be proposed at the next meeting of the World Service Conference.

8. The secretary shall submit the minutes for publication on greysheet.org.

9. The secretary shall submit the minutes for acceptance at the next meeting of the World Service Conference.