



# SWCD Operational Handbook

## Minutes

December 2014

### Section Contents

MINUTES .....	2
Minutes of District Board Meetings .....	2
Resources for Minute Taking.....	3
Importance of Minutes.....	3
Responsibility for Minutes.....	4
Preparing Minutes .....	4
Reading and Correction of Minutes.....	4
Approval of Minutes .....	5
What Minutes Should Contain.....	5
What Minutes Should Not Contain.....	5
The Minute Book .....	5

## MINUTES

### Minutes of District Board Meetings

Soil and Water Conservation Districts (SWCDs) are required to send copies (either hard copy or electronic) of the minutes of all meetings to their regional Board of Water and Soil Resources (BWSR) Board Conservationist.

<http://www.bwsr.state.mn.us/contact/index.html>

The minutes of meetings of the board of supervisors constitute the official record of actions taken by the district board. The minutes should be printed on district stationery.

Since the minutes are the official record, they are the source to which members, particularly officers, must refer when questions or differences of opinion arise concerning previous decisions or actions of an organization. They are invaluable reminders of unfinished transactions of the previous meeting. Minutes may even be used as evidence in court proceedings and are essential in protecting board members with respect to the legality of actions taken.

It is mandatory that records of official action be complete and clearly stated in the minutes. The minutes are also valuable as reference and provide an interesting and valuable historical record of district progress. It is the responsibility of the district to maintain a permanent file of the minutes of district board meetings—regular and special.

Meetings of districts are governed by the Minnesota Open Meeting Law, M.S. § 13D, and are open meetings to the public (Also see Minnesota Open Meeting Law Information Brief.) If a district has established a regular monthly meeting date with the same time and location each month, it is not necessary to post notices of these meetings since the public would have this information. However, if any change is made, such as changing the time or the location of the regular meeting, posted notices are required. Posted notices giving the date, time, and location are required for special meetings according to the district's law, M.S. § 103C.101 Subd. 5.

The following information is offered to facilitate the use and preparation of the minutes. This outline may serve as a guide to the secretary in determining what items should be written in the minutes and what order should be observed:

1. Name of the organization.
2. Time, date, and place of the meeting.
3. The kind of meeting: annual, regular, special, etc.
4. Name of presiding officer.
5. In a small group, the names of members present, members absent, and others; in a large group, the number present.
6. Statement of the Approval of Previous Minutes. If there are any corrections or changes, these should be indicated in this section so an accurate record of the board's action is recorded. The minutes of the previous meeting should be corrected to show these changes.
7. Statement of the Approval of Financial Statement. The Treasurer's Report should be attached to the minutes and contain information about the date the report was prepared, beginning balance, total revenues, total expenditures, ending balance, accounts receivable, accounts payable, and the district's net worth. A statement about the bank reconciliation may also be included. This statement is signed by the district treasurer; it is part of the responsibility of the treasurer. The district treasurer may or may not be a supervisor depending upon the membership's wishes. Further clarification is located in M.S. § [103C.321](#), Subd. 1.

8. Statement of the Approval to Make Payment of Bills. The number of bills and the total amount of the expenditures should be specified in the motion. An attachment to the minutes should contain information identifying the check numbers, who the check is made for, the reason of the expenditure, and the amount of the expenditure.
9. Committee Reports.
10. Correspondence.
11. Old Business. This section is for business previously discussed by the district board and requiring further action.
12. New Business. All actions taken by the district board that are not listed in any other sections of the minutes should be recorded under "New Business." It is not necessary to repeat actions recorded in other sections.
13. To be an official act, there must be a motion, a second, and a recorded vote. The names of the supervisors making the motion and seconding it must be recorded. Any action by the board must be acted on by a roll-call vote with names of the supervisors voting in the affirmative and the names of those opposed. (See M.S. § [13D.01](#) Subd. 4)

**Example of Action on a Motion:**

Motion by Swenson, seconded by Halvorson, to hire Dick Jones as a part-time district technician at \$9.00 per hour for summer survey work, starting May 15, 1994. Affirmative: Johnson, Swenson, Anderson, Halvorson; Opposed: Kelly. Motion carried.

14. Calendar of Future District Activities.
15. Announcements.
16. Date of the Next Meeting.
17. Adjournment and Time of Adjournment. Two common ways to adjourn a meeting is either by a motion to adjourn, which needs a second and a majority vote, or by having the presiding officer declare the meeting adjourned after asking for and hearing no further business.
18. Signature of the District Secretary. The secretary must sign the minutes; this is part of the responsibility of the secretary. The district secretary may or may not be a supervisor depending upon the membership's wishes. Further clarification on this position is located in M.S. § [103C.321](#), Subd. 1.

The reason for districts to use this general outline is to simplify and standardize the keeping of the minutes of meetings of the districts.

**Resources for Minute Taking**

1. "Robert's Rule of Order." Fourth edition by General Henry M. Robert <http://www.rulesonline.com/> Article X: The Officers and The Minutes
2. "Standard Code of Parliamentary Procedure," Third edition, by Alice Sturgis, Chapter 23 entitled, Minutes. (Ideas in Sturgis vary somewhat from the sample of district minutes. Parliamentarians often differ in style but agree on the importance of accurate, concise, and complete minutes.) Following is a brief summary from this resource.

**Importance of Minutes**

Accurate, concise, and complete minutes are of vital importance to an organization. They are the official history and permanent record of the proposals, reports, and decisions of the members. Minutes are invaluable for

reference, and the courts give them great weight as evidence. Auditors depend on them for proof of authorization for important expenditures.

### **Responsibility for Minutes**

The elected secretary working under the direction of the president is responsible for taking notes on all actions at business meetings, preparing minutes from these notes, reading the minutes to the assembly, recording any corrections, and certifying the minutes by his/her signature when the organization has approved them. If a verbatim record is taken, the secretary is still responsible for the preparation and accuracy of the official minutes that he/she prepares from it. These are discretionary duties which he/she cannot delegate. The members of an organization or board are responsible for pointing out errors and approving the minutes.

The secretary is the official custodian of the minutes. The minutes of an organization are open to inspection by members at any reasonable time. Minutes of a board or committee meeting are available only to members of the board or committee.

### **Preparing Minutes**

The secretary should prepare the minutes as soon after a meeting as possible. He/She signs the minutes certifying that, to the best of his/her knowledge, they are an accurate record of the proceedings of the meeting. Insuring the accuracy of the minutes is a discretionary duty which the secretary cannot delegate. An employee may prepare them under the direction of the secretary but cannot sign them.

### **Reading and Correction of Minutes**

The presiding officer calls on the secretary to read the minutes at the proper place in the order of business. The reading of the minutes may be postponed or dispensed with for the current meeting by a motion to this effect. However, organizations should not make a practice of postponing or dispensing with the reading of minutes since delay makes it more difficult for members to detect errors.

After the secretary has read the minutes, the presiding officer asks, "Are there any corrections to the minutes?" He/She should pause after this question. When corrections are suggested, they are often approved by unanimous consent. The presiding officer may say, "If there is no objection, the error pointed out by Mr. A will be corrected."

If there is disagreement on a proposed correction, the presiding officer, without waiting for a motion, may take a vote to decide whether the correction should be made.

The secretary makes minor corrections in ink immediately and initials each one. Any substantial correction is made as an appendix to the minutes that are being corrected. A reference to the appended correction is inserted at the place to which the correction applies. The statement of the corrections is recorded as approved actions of the body in the minutes of the meeting at which the corrections were made. If an error in the minutes is discovered at a later time, the error may be corrected by the assembly regardless of the lapse of time. The correction and final approval of the minutes are the duty of the assembly.

If the organization has a standing committee on minutes, this committee usually corrects the minutes and reports to the organization at regular intervals. On the certification of the minutes committee that the minutes are correct, the body may approve the minutes by unanimous consent or by majority vote.

After the minutes have been entered in the minute book, no corrections except in spelling or punctuation may be made unless they have been approved by the assembly.

Some organizations send copies of minutes to members after each meeting in order that members may study them and be prepared to bring up any corrections at the next meeting.

## Approval of Minutes

If there are no corrections, or after all corrections have been made, some member may move to approve the minutes as read, or as corrected, or the presiding officer may take a vote on their approval, or he/she may state, "If there are no further corrections, the minutes are approved as corrected."

Before the assembly has approved the minutes, they are merely the secretary's record. When the minutes have been approved, and the secretary has certified them as the official approved minutes by writing the word "Approved" at the end of the minutes and signing his/her name with the date, they become the official minutes of the organization. Some organizations require that the president also sign, and some direct the president and the secretary to initial each page of the minutes.

## What Minutes Should Contain

Minutes vary greatly according to the needs of different organizations. In general, minutes are a record of all actions and proceedings but not a record of discussion. The opening sentences must record the date, hour, and place at which the meeting was called to order, the type of meeting (regular, special, or adjourned), the name of the presiding officer, and the fact that a quorum was present. The minutes of a special meeting should also include a copy of the notice or call for the meeting.

The minutes record all motions or resolutions, whether passed or lost, with the name of the proposer, usually the name of the seconder, and the way in which each motion was disposed of. The exact wording of all motions should be recorded. It is not sufficient to state that a motion "was amended and finally adopted". When a vote is taken by division which is counted, or by ballot, the number voting on each side is recorded. The record of each member's vote on a roll-call is entered in the minutes. No member can have his/her views or protests on a motion recorded in the minutes unless a motion permitting such action is passed by majority vote.

Each report should be recorded with the name of the member presenting it, the action taken on the report, and the reference to the file where the report may be found. An important report is sometimes summarized briefly in the minutes and the file reference given for the complete report.

The statements of business transacted should be specific. A statement such as "letters were read" or "reports were given" is of no value. Each letter read should be identified or summarized briefly and the action on it, if any, recorded.

Minutes kept by committees are often more detailed than the minutes of the meetings of the organization because committee minutes frequently serve as the basis for the committee's report. Minutes of committee hearings frequently list those who speak for or against proposals and summarize the facts presented by each speaker.

## What Minutes Should Not Contain

The secretary should never include any of his/her personal opinions, interpretations, or comments in the minutes. Descriptive phrases, such as "an able report" or "a heated discussion," have no place in a factual record of business.

Adverse criticism of members should never be included except in the form of a motion censoring or reprimanding a member. Praise of members should appear only in the form of officially adopted votes of thanks, gratitude, or commendation.

## The Minute Book

An exact copy of the official, approved minutes should be entered in a suitable record book and kept in a safe place. If a loose-leaf book is used, the minutes should be bound at the end of each year. An index to each year's minutes by subject, date, and page is useful. It is also important to keep in the minute book copies of the charter, by-laws, rules, policies, and procedures of the organization for quick reference in meetings.

Following is a sample of district minutes for your information and review.

(TYPE ON SWCD STATIONERY)



# SAMPLE MINUTES

INKRA SOIL AND WATER  
CONSERVATION DISTRICT

Service Center  
Greenville, Minnesota  
Telephone: 507-555-2222

## **MINNESOTA SOIL AND WATER CONSERVATION DISTRICTS**

### MINUTES FROM THE MARCH 14, 2014 REGULAR BOARD MEETING

The meeting of the Inkra Soil and Water Conservation District was held in the Service Center Conference Room, Greenville, Minnesota, March 14, 2014.

Meeting was called to order by Chair Alice Nunn at 1:00 p.m.

Members Present: Chair, Alice Nunn  
Secretary, Larry Bone  
Treasurer, Loren Megan  
PR and I, Jon Cushman  
Vice Chair, Harry DeMar arrived at 1:15 p.m.

Members Absent: None

Others Present: District Manager, Steven James  
District Technician, Bud Myer  
District Secretary, June Norka  
District Conservationist, Dave Tilford  
Extension Director, Don Santanta

Motion by Megan, seconded by Bone, to approve the minutes as distributed from the February 14, 2014 Board meeting.

Affirmative: Bone, Cushman, Megan, Nunn.

Opposed: None.

Motion carried.

The monthly Treasurer's Report dated February 28, 2014, was presented for the Board's review (see attachment). Motion by Cushman, seconded by Bone, to approve the Treasurer's Report as presented and file for audit.

Affirmative: Bone, Cushman, Megan, Nunn.

Opposed: None.

Motion carried.

Harry DeMar entered the Board meeting at 1:15 p.m.

Motion by Bone, seconded by Cushman, to pay 13 bills for the amount of \$5,598.90 (see attachment).

Affirmative: Bone, Cushman, DeMar, Megan, Nunn.

Opposed: None.

Motion carried.

CORRESPONDENCE: Letter from County Commissioner Frank Bidman expressing his regrets on not being able to attend the Awards Recognition Luncheon.

Letter from the National Tillage Society asking for membership. Motion by Cushman, seconded by Bone, to pay the \$30 dues.

Affirmative: Bone, Cushman, DeMar, Megan, Nunn.

Opposed: None.

Motion carried.

LEGISLATIVE UPDATE: The four major bills concerning district activity that have been introduced to the legislators were reviewed. PR&I Chair recommended each Board member contact their legislators urging their support on these four issues.

TREE PROGRAM: A report by Technician Myer shows that, to date, 30,000 trees have been sold for spring planting.

It was brought to the Board's attention that a new tree planter would be needed in the near future. The Chair instructed Myer to obtain price quotes to be presented at the April Board meeting.

The Board was informed that the advertising contract with the Free Press expires on March 31, 1994. Discussion was held. Motion by Megan, seconded by Cushman, to renew the present contract for one year.

Affirmative: Bone, Cushman, DeMar, Megan, Nunn.

Opposed: None.

Motion carried.



COOPERATOR BANQUET: Arrangements are to be made by district staff to hold the banquet at Glenberg on May 14 or 21 depending on arrangement for guest speaker. WKRP Radio is to be contacted for a speaker. Bids for catering the meal will be sought and presented at the April meeting for Board action.

TRAINING: District Manager James requested permission to send the technician to a NRCS sponsored two-day engineering training session. Motion by Bone, seconded by DeMar, granting the request to send Technician Myer to the training session and pay lodging and meal expenses.

Affirmative: Bone, Cushman, DeMar, Megan, Nunn.

Opposed: None.

Motion carried.

District Manager informed the Board of a two-day workshop entitled "How to be an Effective Supervisor" which will be held April 4 and 5 in St. Cloud. Motion by Megan, seconded by Cushman, to pay registration and mileage for any supervisor who attends.

Affirmative: Bone, Cushman, Megan, Nunn.

Opposed: DeMar.

Motion carried.

WATER PERMIT: A permit to work in protected waters was received from Sam Valent requesting to straighten a portion of Whisky River in Section 23 of Freedom Township. Technician Myer conducted an on-site investigation and recommended the following comments be made: 1) site is old oxbow area and should be left for wildlife area; 2) fill material on bank should be sloped to four-to-one slope due to sandy conditions, rock rip rap should be placed to high water mark, and the rest seeded to grass suitable to sandy soils; and 3) if straightening is allowed, rip rap may be needed at downstream bend. Motion by DeMar, seconded by Bone, to submit these recommendations to DNR.

Affirmative: Bone, Cushman, DeMar, Megan, Nunn.

Opposed: None.

Motion carried.

MEMORANDUM OF UNDERSTANDING: Memorandum of Understanding between the NRCS and the district was read and discussed.

STATE COST-SHARE: Present Board policy shows maximum allowed for clearing on a field windbreak is 7¢ per foot. Technician Myer has shown that actual cost is 20¢ per foot. Recommendations by Technician Myer to increase maximum allowed to 18¢ per foot. Motion made by Bone, seconded by Cushman, to raise maximum allowed to 15¢ per foot.

Affirmative: Bone, Cushman, DeMar, Megan, Nunn.

Opposed: None.

Motion carried.

District Manager James announced that the following have requested cost-share assistance:

<u>Contract #</u>	<u>Name</u>	<u>Practice</u>	<u>Amount</u>	<u>Encumbered</u>
6-14	Tom Sprangler	Field Windbreak	2,500 ft.	\$250.00
7-14	George McRae	Ag. Waste	1	\$6,500.00
8-14	Jim Limon	Terraces	1,700 ft.	\$3,500.00
9-14	Gary Kyle	Field Windbreak	1,700 ft.	\$170.00

After discussion, motion by Cushman, seconded by Megan, to approve the above-listed requests for cost-share assistance.

Affirmative: Bone, Cushman, DeMar, Megan, Nunn.

Opposed: None.

Motion carried.

DISTRICT MANAGER REPORT: James reported the 2013 Annual Report and 2014 Annual Plan of Work had been submitted to BWSR for approval.

James updated the Board on past month's activities as well as meetings and activities scheduled during the next few weeks.

DISTRICT CONSERVATIONIST REPORT: Tilford reported on his recent management training session.

Reviewed LTA request from Jim Vona.

Discussed program development to get local schools involved in the conservation movements.

NEXT MEETING: The next meeting of the Inkra SWCD will be held on April 11, 2014, at 1:00 p.m. in the Conference Room of the Service Center, Greenville, Minnesota.

ADJOURNMENT: There being no further business, motion by DeMar, seconded by Cushman, to adjourn the meeting.

Affirmative: Bone, Cushman, DeMar, Megan, Nunn.

Opposed: None.

Meeting was declared adjourned at 4:15 p.m.

Approved: \_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

**MONTHLY TREASURER'S REPORT  
FEBRUARY 28, 2014**

Use of Cash	Beginning Balance	Receipts	Disbursements	Ending Balance
CHECKING	\$15,350	\$890	\$6,090	\$10,150
SAVINGS	\$25,000	\$2,000		\$27,000
INVESTMENTS	\$30,000			\$30,000
PETTY CASH	\$6			\$6
<b>TOTALS</b>	<b>\$70,356</b>	<b>\$2,890</b>	<b>\$6,090</b>	<b>\$67,156</b>

**PROGRAM SUMMARY**

DISTRICT FUNDS	\$32,901	\$2,890	\$300	\$35,491
COUNTY FUNDS	\$12,000	\$0	\$0	\$12,000
BWSR GEN. SERVICE	\$13,725	\$0	\$5,790	\$7,935
BWSR COST-SHARE	\$8,730	\$0	\$0	\$8,730
WATER PLAN	\$3,000	\$0	\$0	\$3,000
<b>TOTALS</b>	<b>\$70,356</b>	<b>\$2,890</b>	<b>\$6,090</b>	<b>\$67,156</b>

Treasurer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Possible Attachments to Treasurer's Report (depending on Supervisor's wishes):**

ACCOUNTS RECEIVABLE:

Howard Warren	Trees	\$ 304.80
Robert Carlson	Trees	560.40
Agri., Inc.	WCA Delineation	84.00
John Peters	SSIS Report	25.00
Harvey Groth	Trees	801.40
ABC Development	Plat Review	<u>50.00</u>
TOTAL ACCOUNTS RECEIVABLE		\$1,825.60

It is important that the supervisors be aware of monies owed to the district. Long outstanding bills should be identified, and the board should contact the debtors about a payment schedule.

ACCOUNTS PAYABLE:

<b>Amount Owed To:</b>	<b>For:</b>	<b>Amount:</b>
Steven James	Net Wages	\$1,213.70
Bud Meyer	Net Wages	1,024.00
June Norka	Net Wages	785.00
Jon Cushman	Sup. Comp. & Mileage	92.88
Larry Bune	Sup. Comp. & Mileage	124.56
Loren Megan	Sup. Comp. & Mileage	117.40
Alice Nunn	Sup. Comp. & Mileage	95.76
Harry DeMar	Sup. Comp. & Mileage	170.40
Fleet Farm & Supply	Lumber	67.00
Andy's Service Station	Gas	290.50
Greenville State Bank	FICA & Fed. W/H - Feb.	1,023.34
PERA	Feb. PERA (dist. & emp.)	333.68
Dept. of Revenue	State W/H - Feb.	<u>260.68</u>
TOTAL ACCOUNTS PAYABLE		\$5,598.90

Accounts Payable should be listed individually for the benefit of the supervisors. Supporting documentation should be available at the meeting if questions arise. The board may preauthorize the payment of certain monthly bills (i.e., telephone bills, payroll, etc.) to prevent late charges, etc. If bills are paid prior to the board meeting, a list of paid bills should also be presented.

**Other documents commonly requested by Supervisors:**

- Receipts list from Receipts Journal
- Program Log (to back up figures on Program Summary)
- Bank Statement (this should be sent to the home of the Board Treasurer for review and reconciliation).

**INTERIM BUDGET REPORT  
FEBRUARY 28, 2014**

Account	Budgeted Amount	Actual YTD Amount	Balance Remaining	Percent Used
---------	-----------------	-------------------	-------------------	--------------

**EXPENDITURES**

Supervisor Compensation	\$4,000	\$1,000	\$3,000	25%
Employee Salary	\$32,000	\$10,000	\$22,000	31%
Employer FICA	\$2,500	\$1,000	\$1,500	40%
Employer PERA	\$1,500	\$600	\$900	40%
Rent	\$2,400	\$1,000	\$1,400	42%
Telephone	\$1,200	\$200	\$1,000	17%
Postage	\$400	\$100	\$300	25%
Fees & Dues	\$1,500	\$1,000	\$500	67%
Education	\$2,000	\$236	\$1,764	12%
Vehicle Maintenance	\$1,000	\$455	\$545	46%
Office Supplies	\$600	\$175	\$425	29%
Training	\$2,300	\$1,000	\$1,300	43%
Subscriptions	\$200	\$35	\$165	18%
Equipment Purchases	\$2,000	\$850	\$1,150	43%
State Cost-Share	\$12,000	\$0	\$12,000	0%
Miscellaneous	\$500	\$139	\$361	28%
<b>TOTALS</b>	<b>\$66,100</b>	<b>\$17,790</b>	<b>\$48,310</b>	<b>27%</b>

**REVENUES**

Local Govt. Rev.	\$500	\$100	\$400	20%
County Rev.	\$33,000	\$16,500	\$16,500	50%
BWSR Cost-Share	\$12,000	\$0	\$12,000	0%
BWSR General Services	\$9,000	\$4,000	\$5,000	44%
Federal Govt. Rev.	\$1,200	\$500	\$700	42%
Tree Sales	\$5,000	\$2,700	\$2,300	54%
Observation Wells	\$2,400	\$0	\$2,400	0%
Newsletter Ads	\$500	\$200	\$300	40%
Interest Earnings	\$2,000	\$700	\$1,300	35%
Miscellaneous	\$500	\$150	\$350	30%
<b>TOTALS</b>	<b>\$66,100</b>	<b>\$24,850</b>	<b>\$41,250</b>	<b>38%</b>

OPEN MEETING LAW: VOTES ON ACTIONS TAKEN: INDIVIDUAL RECORDING: Each member's vote on all actions taken in a meeting must be recorded in a journal except for "payment of judgments, claims, and amounts fixed by statute." Minn. Stat. § 471.705 (1974).

February 28, 1975

125a-14  
(Cr. Ref. 63a-5,  
161a-16(b) and  
471-e)

Attell P. Felix, Esq.  
Morrison County Attorney  
50 East Broadway  
Little Falls, Minnesota 56345

Dear Mr. Felix:

In your letter to Attorney General Warren Spannus, you present substantially the following:

#### FACTS

Minn. Stat. § 471.705 (1974), the Minnesota Open Meeting Law, requires in general that meetings of state agencies and of the governing bodies of school districts, counties, cities, towns, and other public bodies be open to the public.

As enacted in 1957, that law also provided in part that:

The votes of the members of such bodies of school districts, counties, cities, towns, and other public bodies be open to the public.

Minn. Laws 1957, Ch. 773 § 1. In Op. Atty. Gen. 471-e, Sept. 18, 1962, it was held that this provision makes it mandatory that the individual vote of each council member on all types of matters be recorded.

In 1967 this provision was amended by adding the following sentence:

The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.

Minn. Laws 1967, Ch. 462 § 1.

Because of the reference in this sentence to the vote of "each member" on appropriations of money, the question has arisen whether the 1967 Legislature intended to alter the statute so that the individual votes of members need only be recorded on appropriation matters as specified.

You then ask substantially the following:

## QUESTION

Does Minn. Stat. § 471.705 (1974) require that the vote of each member of public bodies be recorded on non-appropriation actions taken in a meeting, or may merely the affirmative or negative nature of the result be recorded?

## OPINION

In our opinion, the provision on the recording of appropriations votes added by the 1967 Legislature was not intended to relax the recording requirement for votes on other matters by simply permitting the affirmative or negative nature of the result to be recorded.

First, the law continues to provide that "the votes of the members" on "any" action shall be recorded in a journal. It was this provision which was construed in the 1962 opinion, and it has not been amended since that time. Every law must be construed to give effect, if possible, to all of its provisions, Minn. Stat. § 645.16 (1974). To construe the law as amended to require individual recording only on the specified appropriations votes would fail to give effect to the clear provision interpreted in 1962.

Second, the addition of the provision referring to votes on appropriations was, in our opinion, intended to provide an exception to the rule on the individual recording of votes. This exception, however, specifies only certain types of matters where the recording of individual votes is not necessary, i.e., "payments of judgments, claims, and amounts fixed by statute."

Finally, a basic purpose of the open meeting law is to "assure the public's right to be informed." *Channel 10, Inc. v. Ind. School District No. 709*, \_\_ Minn. \_\_, 215 N.W. 2d (1974). To otherwise construe the law would, in our view, be inconsistent with the Legislature's purpose in enacting it.

For the foregoing reasons, it is our opinion that the vote recording provisions of Minn. Stat. § 471.705 (1974) require that the individual votes of public officials on "any action" be recorded in a journal except for votes on "payments of judgments, claims, and amounts fixed by statute."

Very truly yours,

WARREN SPANNAUS  
Attorney General

THOMAS G. MATTSON  
Assistant Attorney General