

CUES COUNCIL REPORTING GUIDELINES

1. Meeting Minutes

All meeting minutes should be sent to CUES within 30 days of the meeting. The minutes should contain (at a minimum) the following:

- date, time and location of meeting
- actual number of people who attended the meeting
- attendee list
- type of meeting/function/event (i.e., lunch, dinner, networking session, golf, etc.)
- topic(s) of meeting
- agenda
- speaker information (if applicable)
- details regarding what was discussed or decided (old business and new business)
- treasury report

2. Officer Elections

All officer elections should be reported to CUES within one week after the elections are held. This information can be included in meeting minutes, but also needs to contain following information:

- the council position
- the name of the person elected to fill the position
- the credit union title of the person elected
- the employing credit union of the person elected
- the date when the current term expires

Also, include a complete list of **all** the Officers' names and titles.

Please Note: All council officers **must** be current CUES members.

3. Upcoming Meetings

As soon as future meeting dates are set, please forward the information to CUES. The details should include:

- date
- time
- location, along with hotel and/or meeting room
- topic(s)
- preliminary agenda
- registration form
- contact info

(Meeting brochures and registration forms must be forwarded to CUES as well.)