



May 2023

## **MINUTES OF LLLC BOARD MEETINGS AND PUBLISHED NOTES**

### Confidential Minutes of LLLC Board Meetings

Board discussions are confidential. Confidentiality provides an environment of respect, trust and candor that allows Directors to openly share difficult information and opposing viewpoints, critically examine the issues, and challenge one another's conclusions. See *LLLC Director Code of Conduct*.

Minutes of LLLC Board of Directors' meetings will be stored within Canada by the LLLC registered office for a minimum of ten years. Minutes will be available to present and future Directors of LLLC and present and future Office Administrators. Directors and Office Administrators are bound to protect the confidentiality of the Minutes even after they are no longer in office.

### Published Notes of LLLC Board Meetings

The LLLC Board will share information about the Board's decisions and actions with Leaders while keeping the exact votes and precise words of Board members confidential. The identities of those involved in discussions will be kept confidential. Information about "in-camera" discussions will be kept confidential. The notes will communicate:

- decisions that have been made
- issues that are under discussion
- reasons for decisions, when appropriate.

In order to preserve individual Board members' ability to speak freely and to think innovatively and creatively, these practices of transparency should be carried out without mentioning Board members' names or identifying what perspectives any Board member might hold.

The primary means of communicating Board decisions with Leaders will be by publishing updates from the Board in regular issues of LLLC Leader News.

The Board of Directors will date and approve the Minutes and Notes of each meeting, as soon as possible, at a following Board meeting.

*(May 2023)*