



Kombucha Brewers International

Kombucha Brewers International Committee Meeting Protocol

The health of any organization is dependent upon its members and the ability to set up clear systems of communication that inform and empower the membership. This protocol outlines the **minimum requirements** of the Committee Head & Secretary to facilitate this process. Additional communications with Committee Membership will enhance our member experience and encourage active participation and is highly encouraged if the Comm Head and/or Sec have the time and inclination to do so.

If you have any questions, suggestions or are not able to perform any of the duties listed below in a timely fashion, please notify kombuchabrewersinternational@gmail.com

AGENDA CREATION PROCESS

1. Head & Secretary create agenda
2. Once approved, Secretary sends agenda with call in info to committee members **ONE WEEK PRIOR TO MEETING**
 - a. Include any Action Item reminders or announcements with links to shared google docs, items to be reviewed prior to the next meeting in body of email
 - b. Request any other agenda items that committee members would like included

COMMITTEE MEETING

1. Head calls the meeting to order
2. Secretary takes roll call
 - a. Minutes should accurately reflect who participated in the meeting not just regurgitate the list from the previous minutes
3. If Board Liaison is present, they will share information from the Board that pertains to that Committee
4. If the Board Liaison is not able to be on the call, they will connect with the Comm Head prior to the meeting to give them an update
5. Head conducts meeting following the Agenda
6. Secretary takes minutes noting the most important information
 - a. Note Action Items & Next Steps for the follow up email
 - b. Start creating next month's agenda from meeting discussion
7. Head will summarize what Action Items & Next Steps at the end of the call
 - a. Include who is responsible for which Action Items
 - b. Note due date for said Action Items

MINUTES SUBMISSION PROCESS

1. Secretary will submit minutes within **2 BUSINESS DAYS** from the date of the meeting to the Comm Head

2. Head will review minutes for accuracy, spelling mistakes, next steps, etc - **1-2 BUSINESS DAYS**
3. Once approved, Head will save as PDF file and upload to Dropbox Committee Folder
4. Head will then notify the Sec that the minutes are approved and ready for disbursal
 - a. Head will also send a copy of minutes to the Board Liaison
 - b. Board Liaison will submit a copy of the minutes to kombuchabrewersinternational@gmail.com so the website may be updated
5. Secretary sends out approved minutes to committee - **SAME DAY**
 - a. Include links to shared google docs or other resources needed

SUBMITTING ITEMS TO THE BOARD FOR REVIEW & APPROVAL

1. When the committee has items to submit to the Board for review, approval or feedback, the Head of the Committee will share the necessary documents with the Board Liaison.
2. The Board Liaison is responsible for alerting the Secretary or Chairman of the Board to add the submission as an agenda item for the next Board Meeting.
3. Once the Board has discussed the proposed item, the Board Liaison will connect with the Head of the Committee to share the feedback/next steps from the Board.
4. If an item is adopted by the Board, that item will be published on the KBI website in the appropriate area and the membership shall be notified of its adoption in the next member update or when deemed appropriate to share by the Board/Committee.

BOARD MEMBER – HOW TO SUBMIT ITEMS FOR REVIEW & APPROVAL

1. Once the Committee Head has notified the Board Liaison that there is an item for submission to the Board, the Board Member will contact the Secretary or Chairman of the Board to add it to the agenda for the next scheduled Board Meeting.
2. The Board Liaison and the Committee Head are responsible for putting together either a report that summarizes the information or share documents that detail the item being proposed to submit to the Board.
3. Once the Board has discussed the proposed item, the Board Liaison is responsible for contacting the Committee Head within 2 business days of the Board Meeting (if Board Meetings are on Thursday, that would be the following Monday at the latest) to share feedback from the Board.