Minutes and documents

File the minutes of each meeting, committee only or shared with members.

Where

Members admin → Noticeboard, **Add committee minutes**.

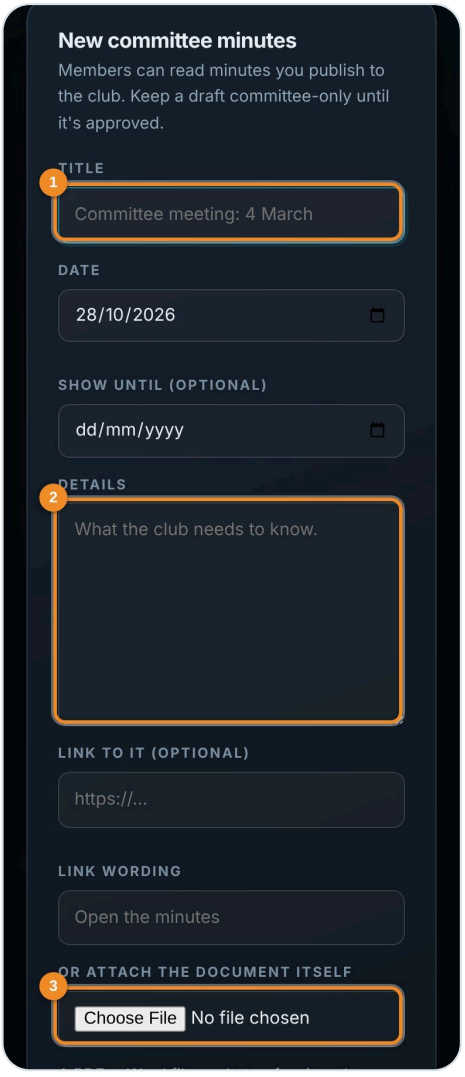
Committee only

Anything marked committee only stays on Members admin and is never sent to a member's phone or browser.

Adding minutes

1. **Press Add committee minutes**
   Give them a title and date, type the minutes or attach the document (**Or attach the document itself**), or link to where you keep them. Choose who sees them: **The whole club** or **Committee only**. Press **Post it**.

2. **Members**
   Shared minutes appear under **Committee minutes** on the Noticeboard, with a button to open the document.



1 title, 2 the minutes, 3 attach the document. Below them: who sees it, and Post it.

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