

Meticulous and thorough meeting minutes are important, even if you're not a *Hamilton: An American Musical* fan (if you are, we hope you enjoyed our headline reference!). As part of the accreditation process, the Commission relies on your organization's meeting minutes to provide a clear historical record of transactions and to verify that every effort was made to remove undue influence from decision-making. Review the [Requirements Manual](#).



Clearly stating who left the room during a meeting (this includes digital meeting spaces and conference calls) and when they return is an essential part of showing how your organization managed the conflict of interest. Your meeting minutes allow the Commission to verify that the conflicted party was not present for the discussion and vote.

It is always a good idea to review meeting policies and procedures and conflict of interest policies to ensure your organization has a plan in place to document the disclosure and management of actual and potential conflicts. The best place to learn more about this requirement is by reviewing the [Alliance's narrative in The Learning Center, for 4A2](#) (make sure to log-in to The Learning Center before clicking link).

Questions? Please contact the Commission at info@landtrustaccreditation.org