

Email From: Dacia Mumford  
To: Public Access Counselor <[pac@opac.in.gov](mailto:pac@opac.in.gov)>  
May 18, 2023

Hello! My name is Dacia Mumford and I am a member of the West Lafayette School Board. I have a question about Indiana's requirement that school board meeting minutes include "the general substance of all matters proposed, discussed, or decided" in the minutes. Currently, our minutes list each agenda item, who made the first and second motions, and then state that "discussion ensued" followed by the vote count. It doesn't matter if the discussion is 2 minutes or 30 minutes, the minutes just say "discussion ensued." Does Indiana code require the minutes to include a summary of what was discussed, or is it sufficient to just indicate that there was discussion?

Thanks for your help,  
Dacia

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Response: May 18, 2023

Hi Dacia,

Thanks for reaching out with your question. Although the statute is open to interpretation, it does require a governing body to memorialize the general substance of all matters proposed, discussed, or decided.

This office is not convinced the phrase "discussion ensued" captures the general substance of anything. Undoubtedly, the law gives a governing body some latitude when it comes to the content of meeting minutes. Even so, it must be more than noting a discussion ensued.

Thanks again.

Sincerely,  
-Kris

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Response May 18, 2023

Hello Ms. Mumford,

Thank you for reaching out. A verbatim recitation of the discussion is unnecessary. So long as the discussion item is described, the discussion following does not need to be word-for-word.

Best,  
Luke H. Britt  
Indiana Public Access Counselor  
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