

MVA Procedure

Posting digital files to staff resources page: <https://minnregs.com/staff-resources/>

Preparation:

The following files shall be posted within 7 days of approval:

- Monthly Staff Meeting Notes (Recording Secretary)
- Board Meeting Minutes (Recording Secretary)
- MVA Annual Report (Recording Secretary)
- Monthly Financial Reports (Corporate Treasurer)
- Accountant Reports (Corporate Treasurer)
- IRS Tax Returns (Corporate Treasurer)

Files need to be named properly according to the file naming convention:

yyyy-mm-dd report name (2024-11-13 Staff Meeting Summary)

Files need to be converted to PDF format prior to upload

Process:

Heath Panganiban is the MVA Website Manager. Files are to be sent to Heath via email attachment:

heath@rizotech.com with the following subject line: **New file for staff resources page**

Heath will respond to your email when the file has been posted.