

TAKING MEETING MINUTES

Outline

The following information should be included in the minutes (when applicable):

- Type of meeting (committee, officer, general)
- Date, time and place of meeting
- Members present/absent
- Time the meeting was called to order
- Approval/amendments of previous minutes
- Officer and committee reports
- Unfinished business acted upon
- New business acted upon
- Unfinished business
- Advisor reports
- Announcements
- Next meeting information
- Time of adjournment
- Name of secretary/recorder

* For all business: Record proposals, resolutions, motions, seconding and final votes, as well as a summary of discussion.

Format

Minutes can be maintained in the following format:

- Capitalize and center the heading designating the meeting
- Indent paragraph five spaces
- List names of those in attendance and those absent
- Double space the text
- Double space between paragraphs and triple space between each item in order of business.

Ultimately, the format for your organization's minutes will come down to what works best for you and your members.

Hints for Minutes

- To help with making the minutes, some secretaries take notes on the written agenda at each meeting.
- Once minutes are typed in the preferred format for the group, they should be submitted to the president and/or advisor for review.
- Minutes only become the official record of the group's AFTER they are accepted by the general membership (at the next meeting)
- Minutes should also be rapidly available or distributed in some form for individuals who were absent at the meeting to catch up on organizational information.

Choosing a Secretary/Recorder

The office of the secretary/recorder is an important responsibility whose records will provide community for your organization

Hints on choosing a secretary/recorder..

- Is this person reliable; do they keep their appointments?
- Is this person well organized; do they complete their tasks in a timely manner?
- Is this person a good listener; are they able to be objective, not to make their own interpretations, and hear both sides of an issue?
- Is this person on top of what is going on; are they able to appropriately weed out the trivial information and record the important facts?



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