

How to Take Minutes

Minutes are official and permanent records of the proceedings for a meeting and the action that takes place. They report what occurred at the meeting both for those absent and for future reference.

Meeting minutes must:

- Indicate the date and location of the meeting
- List all officers in attendance and membership attendance numbers
- Be written immediately following the meeting and be approved by the meeting chair person prior to distribution to board and committee members
- Follow the agenda or be presented in the order items are discussed
- Clearly state all motions
- Report all action taken and the individuals responsible for carrying out the actions
- Serve as a comprehensive follow-up guide. The president, board, and committee chairs will use these minutes as a reminder of their assigned task deadline

Sample Format:

- I. Call to order
 - a. The meeting was called to order by (NAME) at (TIME) on (DATE).
- II. Roll Call
 - a. Taking note of who is present and who is absent and establish a quorum (the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.)
- III. Approval of the minutes from the previous meeting
- IV. Treasurer's Report
 - a. Summarize treasurer's report – see sample meeting minutes for example
- V. Officer and Committee Reports
 - a. Briefly review each officer's and committee's report. Summarize reports and note motions
- VI. Old or Unfinished Business
 - a. Unfinished business refers to matters carried over from a previous meeting.
 - i. any matter that was pending or postponed when the previous meeting adjourned
 - ii. any matters on the previous meeting's agenda that were not reached
- VII. New Business/Additional Business
 - a. Members can introduce any new item of for consideration
- VIII. Adjourn
 - a. This meeting was adjourned by (NAME) at (TIME) and (DATE)