

Meeting Minutes

Executive Administrative Assistants Training 2022



"A meeting is something that reduces hours to minutes."

Why take meeting minutes?



Purpose of Meeting Minutes

According to Robert's Rules, the purpose of minutes is:

to record the actions taken by the body.

Minutes record what is **DONE**, not what is **SAID**.

Why do meeting minutes
take hours?



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Types of Minutes

- **Action** minutes
- **Summary** minutes
- **Transcript** (word for word or “verbatim,” court-recorder level of detail)

What types of minutes do you take?

Meeting Minutes Recommendations

(from Ann Mcfarlane, Jurassic Parliament)

- Recommend action or summary minutes
- Record what is done, not what is said
- For certain topics such as conflict of interest, main points made should be included.
- Do not include “he said, she said.”
 - *(except at end when there is board comments and they praise someone or thank someone, those are nice to include.)*

Detailed Minutes are a bad idea because...

- It violates the fundamental purpose of minutes
- It can create liability for the organization or individuals in case of a lawsuit
- It tends to personalize and politicize the discussion
- It can intimidate participants, preventing them from speaking freely
- It absorbs too much staff time and takes the group's time
- It makes it harder to find the actions taken

What Goes in Minutes?

- **Name of body, place of meeting**
- **Time** at which meeting started and ended
- **Members present** and, if relevant, any absences; staff members present.
- **Each main motion** and its disposition (passed, failed, referred to committee, postponed, etc.).
- **Minor procedural motions** such as approving the agenda or calling the question do not need to be included.
- **Points of order, appeals,** and their result.

How do you process your minutes?



Resources/Trainings

Jurassic Parliament

<https://jurassicparliament.com/>



December 15, 2022 Meeting Minutes and Role of the Clerk

2 hours 15 minutes @ \$67.00

Book

GOAL: Process minutes brilliantly and serve your board with confidence

Clerks and secretaries can face challenging situations at meetings. This workshop describes the different roles of the clerk, the correct way to process minutes, key items of parliamentary procedure, and language to use when speaking up. Note that we will cover processing minutes, but not the actual act of writing or formatting them. Bonus: materials, recording, and access to our self-paced course. IIMC credit available. 2 hours 15 mi

<https://aasb.org/meeting-minutes-record-what-is-done-not-what-is-said/>



What Questions/Tips do you have?

