Taking Minutes

Executive Administrative Assistants Training
December 9, 2021

Sharon Waldo & Jenni Lefing

“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.
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.)
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

- Meeting Minutes and Role of the Clerk with Ann MacFarlane
  Thursday, December 16, 10 am Pacific time
  Two hours - $57  https://jurassicparliament.com/

- jurassicparliament.com/category/meeting-minutes/

- Robertsrules.com
What Questions/Tips do you have?