

Taking Minutes

Executive Administrative
Assistants Training
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"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](https://robertsrules.com)

What Questions/Tips do you have?

