

Tips for Taking Good Minutes

1. Obtain the meeting agenda, minutes from the last meeting, and any background documents to be discussed. Consider using a tape recorder to ensure accuracy.
2. Sit beside the president or chairperson for convenient clarification or help as the meeting proceeds.
3. Write "Minutes of the meeting of (exact association name)."
4. Record the date, time and place of the meeting.
5. Circulate a sheet of paper for attendees to sign. (This sheet can also help identify speakers by seating arrangement later in the meeting.)
6. Write down items in the order in which they are discussed.
7. Record the motions made and the names of people who originate them. Record whether motions are adopted or rejected, how the vote is taken (by show of hands, voice or other method) and whether the vote is unanimous. For small meetings, write the names of the attendees who approve, oppose and abstain from each motion.
8. Focus on recording actions taken by the group. If someone makes a commitment to do something, list their name and the commitment. Avoid writing down the details of each discussion.

Tips for Transcribing Minutes

1. Transcribe minutes soon after the meeting, when your memory of the event is still fresh.
2. Follow the format used in previous minutes.
3. Preface resolutions with "RESOLVED, THAT..."
4. Consider attaching long resolutions, reports or other supplementary material to the minutes as an appendix.
5. Write "Submitted by" and then sign your name and the date.
6. Let the president and/or other officers/chairs read through the minutes to insure accuracy before distribution
7. Place minutes chronologically in a record book.