

MINUTES OF MEETINGS

Minutes are a brief and official record of the meeting of a group. They are prepared either by a recording secretary or by a specially designated member of the group.

Depending upon the group or the nature of the meeting, minutes may be formal or informal. Many organizations have preferred formats for minutes, and certain kinds of meetings, such as directors' or stockholders' meetings, have specific required formats. Regardless of the format, the following information is always included.

1. Name of the group.
2. Type of meeting: regular, special, etc.
3. Date, time, and place.
4. Names of those present and absent.
5. Name of presiding officer and recording secretary.
6. Proceedings:
 - a. Presentation, amendments (if necessary), and approval of previous minutes.
 - b. Unfinished business.
 - c. New business.
7. Signature of secretary.

In preparing minutes you should keep the exact wording of resolutions and motions passed. Reports that are appended to the minutes or kept separate may be summarized. Frequently you will find it helpful to summarize the discussion.

It is important to remember that in addition to informing absent members of what took place at a meeting, minutes are an official record of the meeting & decisions. Therefore they must be written cogently and accurately. Above all, it is important that the significant points of a meeting stand out and can be easily located.

Minutes should always be written in objective language. All personal opinions and biases should be excluded.