QUICK TIPS

MINUTES CONTAIN:

Time, date, and location of meeting
Type of meeting (executive, standing committee, general membership)
Members present/absent
Time of call to order and by whom
Approval/amendments to previous minutes
Officer/committee reports
Business completed
Unfinished business
Issues that require follow-up and members assigned to follow-up
Decisions made (exact wording of proposals, resolutions, and motions; also, seconding, vote counts, summary of discussions)
Announcements
Time of adjournment
Next meeting
Name of secretary/recorder

Minutes can be recorded in writing or on tape. There are two methods of tape recording:

1. WORD-FOR-WORD METHOD
   Tape entire meeting. (Very time-consuming as you transcribe every word that was spoken.)

2. ACTION SUMMARY METHOD
   Tape a summary of the discussions, debates, agreements, & disagreements including: who proposed action, stated an opinion, or made and/or seconded a motion; the exact wording of motions, resolutions, amendments, decisions, and conclusions; the end result of the discussion including vote count, exact wording of decisions, if it was withdrawn, etc. (Not as time-consuming since you are transcribing only part of meeting.)

It is crucial that someone attend all meetings to record these details!

Once minutes have been typed into the group's preferred format, they can be submitted to the president or chair for review. Minutes should be distributed to members 3-4 days before the meeting. Members should review minutes and offer any corrections, additions, or deletions at the next meeting.

Adapted from a University of Michigan Student Organization Development Center handout.

TIGER BITS is a publication of the Center for Student Involvement. Copies available in the CSI, lower level rm. 014, FHSU Memorial Union, Fort Hays State University 628-4664.

Center for Student Involvement
Fort Hays State University

CSI staff offer programs and consultation in these and other areas of personal and organizational leadership.

Information adapted from the Student Organization and Leadership Development Center at The University of Kansas

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TIGER BITS

Tips on Leadership Development for GROUPS

MINUTES FROM MEETINGS

RECORDING MINUTES FROM MEETINGS

The decisions made and issues discussed in a meeting are crucial to the continued functioning of an organization. Therefore, it is important that a record of those decisions/discussions be kept in an organized manner. Many groups take MINUTES of their meetings. Below is a format that can be adapted to your organization's needs and assist the organization secretary/minute-taker in recording accurate and helpful information for future group reference.

Meeting Date: _____ _____Regular _____Special (called by _____)

Type of Meeting: ____Executive Board ____General Membership _____Committee_____

Call to order: By _____ at _____ am/pm.

Roll call:

Members present	Members absent

Minutes of previous meeting: _____Approved as written _____Tabled, not approved
_____Amendments (make corrections on official copy of previous meeting's minutes)

Treasurer's Report: Balance $_____ as of _____.
(date)

Other:

Old Business (discussion of items previously brought up but tabled/not completed):

	Item	Discussion	Decision/Action Taken
1.			
2.			
3.			
4.			

Committee/Officer Reports:

	Committee/Officer	Discussion	Decision/Action Taken
1.			
2.			
3.			
4.			
5.			

New Business:

	Item	Discussion	Decision/Action Taken
1.			
2.			
3.			
4.			

Announcements:

Assignments for next meeting:

	Item/Specific Assignment	Assigned to
1.		
2.		
3.		
4.		

Meeting Adjourned: By _____at _____am/pm

Next meeting is on _____at _____am/pm in _____.
(date) (location)

Submitted by: _____

Check out the **TigerBits** on Agendas, Meetings, and Parliamentary Procedure for more information on Meeting Minutes