

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and conclusions; the end result of the discussion including vote count, exact wording of decisions, if it was withdrawn, etc.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 within 3-4 days of 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.

**LEADER
BITS** are available on the following topics:

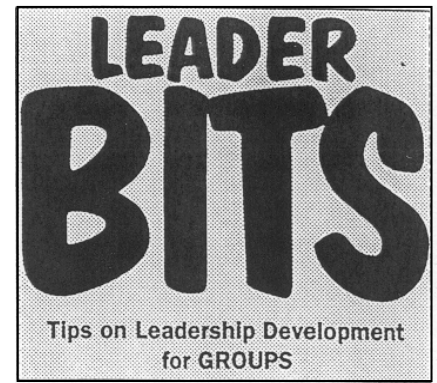
- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
- Constitution/Bylaws
- Delegation
- Difficult Members
- Elections
- Ethics
- Evaluation Series
 - Group Performance*
 - Individual Performance*
 - Meeting Evaluation*
 - Program/Event Evaluation*
- Financial Series
 - Budgeting Organization Money*
 - Corporate Sponsorship*
 - Fundraising*
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing Your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

**LEADER
BITS**

is a publication of the Student Involvement & Leadership Center (SILC). Copies are available in SILC, 400 Kansas Union, 864-4861.

SILC staff offers programs and consultation in these and other areas of personal and organizational leadership.

Revised: June 2005
The University of Kansas



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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 _____ (date) at _____ am/pm in _____ (location).

Submitted by: _____

Check out the LeaderBits on agendas, Meetings, and Parli Pro for more information on Meeting Minutes.