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and conclusions; the end result of the discussion including vote count, exact wording of decisions, if it was withdrawn, etc.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 1-4 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.

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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

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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
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:

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Members Absent</th>
</tr>
</thead>
</table>

### 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):

<table>
<thead>
<tr>
<th>Item</th>
<th>Discussion</th>
<th>Decision/Action Taken</th>
</tr>
</thead>
<tbody>
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#### Committee/Officer Reports:

<table>
<thead>
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<th>Committee/Officer</th>
<th>Discussion</th>
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</tbody>
</table>

### 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 ________________________.

Submitted by: ____________________________

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