

8 THINGS YOU SHOULD ALWAYS INCLUDE IN MEETING MINUTES

Helpful tips for taking effective board meeting minutes, from Zenda Bowie, director of field services and parliamentarian for the Georgia School Boards Association (GSBA).

Keeping accurate meeting minutes is an important component of board management. Minutes serve as a historical record of the board's actions, help drive your strategic plan, and serve as support in legal proceedings. However, many organizations struggle with what to include in their minutes, and how. Here are eight items you should always include in your meeting minutes.

1



Type of Meeting

Boards hold several types of meetings, including regular, special, called, emergency and others. Be sure to include which type of meeting the minutes cover.

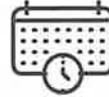
2



Organization Name

The official name of the organizing body is often left out of minutes. Be sure to always include the name of the organization in your minutes.

3



Date and Time

The meeting time you record in the minutes is the time the meeting is called to order. If the meeting was scheduled for 7:00 and didn't start until 7:30, the minutes should indicate 7:30 as the start time.

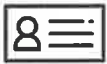
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Location

The location should be included unless the organization meets at the same place every time. If this is the case, only include the location in the minutes of the first meeting of the fiscal year.

5



Attendee Names

Include full names of the presiding officer (chair), governance members and recording secretary in attendance. If a substitute serves for the chair, this should be reflected in the minutes.

6



Approval of Previous Meeting Minutes

The minutes of the previous meeting should be approved during the current meeting. Distribute minutes electronically as soon after the meeting as possible so that members have time to review and make corrections if necessary.

7



Motions and Votes

Minutes should reflect the action of the board, not the dialogue. For motions, include the exact wording of the statement, the name of the person making the motion, and the one who seconded, if required. Include the outcome of the vote, amendments, points of order and appeals, even if not sustained.

8



Meeting Adjournment Time and Signature

In addition to recording the time the meeting adjourns, the person who recorded the minutes should sign them. The words "Submitted by" followed by the signature is acceptable according to *Robert's Rules of Order, Newly Revised*.

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