

A NOTE ABOUT NOTES

Meeting minutes are an important record of an organization's history. Many people express anxiety when being asked to take minutes. Here are some hints and a template for making minutes as effective – and as painless! – as possible.

Minutes need to include the following:

- The date, time, and location of the meeting
- Who was present and who took the minutes
- Any important announcements that were made
- Details of any decisions that were made
- Action items: WHO will do WHAT, and WHEN
- Information on the next meeting

Don't worry that you might miss something, and try to write a continuous stream of everything that everyone said. Minutes are not transcripts! Most discussions can be summarized very briefly. Decisions do need to be spelled out clearly, including details on implementation. Any written reports that were submitted can be added as attachments at the end, rather than trying to repeat them in the body of the minutes.

If you are in doubt as to whether something should be included in minutes, imagine a new member of the group reading these minutes two years from now. Is this something that they would need to know? Would it make sense out of context?

Another question to consider is ease of use in the short term. Folks reading the minutes need to be able to easily pick out their own "to-do" items.

If you have been using my [Agenda Planning Template](#), it will be a snap to translate your meeting agenda into a Minutes Template. Using a table format allows the reader to skip back and forth to different sections and makes action items easily visible.

ORGANIZATION, TYPE OF MEETING	
Date:	
Location:	
Present:	
Facilitator:	
Minutes taker:	
Topic	Action Items
Attachments:	
Next meeting:	

MEETING MINUTES TEMPLATE: EXAMPLE

H.U.H. BOARD MEETING

Date: Thursday 9/18/07 9:00 – 11:00 am

Location: Fictitious State University, Room 1412

Present: Bob Chang, Juanita Ramirez, Sue Smith, Stefan Long, Roger Bernstein, Sally Strawberry

Facilitator: Sue Smith

Minutes taker: Sally Strawberry

Topic	Action Items
2010 Conference Theme <ul style="list-style-type: none">Brainstormed long list of ideas for the conference themeThree most popular: Expanding Our Vision; Getting to Maybe; Somewhere Over the Rainbow	Sally will email list to Sam this afternoon. Conference planning committee will make their final selection by Dec. 1
Fundraising: Criteria for Selecting a New Fundraising Consultant <ul style="list-style-type: none">Bob presented list of criteria brainstormed at last meeting and those he received via emailGroup suggested several moreList was divided into “must haves” and “value added”; there was considerable debate into which category “Prior experience with walkathons” should fall (see attachment)	Bob will take list to development committee meeting tomorrow morning and will report back Monday.
Board leadership: New officers effective November 1 <ul style="list-style-type: none">President: JuanitaTreasurer: BobSally will continue as Secretary	Sally will email list to newsletter editor and webmaster this afternoon. Stefan will send out press release by Friday.

Attachments: Conference Theme Ideas; Criteria for Selecting Fundraising Consultant (draft)

Next meeting: November 10 12:30 PM Somecity Community Center, Room 239