

How-To-Suggestions – Meeting Minutes

Meeting Minutes Should Contain:

- Name of organization,
- Date and place of meeting,
- Whether regular or special,
- Name of person presiding (if a substitute presides, the name should be given as acting in the place of the regular officer), " results of roll call (this is not always required, but usually for the record consists of officers and chairs in attendance, or absent),
- Whether the minutes of the last meeting were approved,
- Treasurer's report,
- Names of officers and chairs who gave reports,
- Name of speaker and title of speaker's address (but not the contents of speech),
- All motions as stated by the chair and the results of the motions,
- If the subject matter of the motion is important, the name of the maker should be recorded (if in doubt, record it),
- Motion to adjourn,
- Adjournment,
- Signature of the recording secretary.

(For each item associated with future actions, follow the template below)

Item 1: (Insert title of item)

Description: (Insert a short description of the item)

Discussion: (Insert a brief description of the discussion)

Action: (Insert the action required before the next meeting)