

How to Write Meeting Minutes

Meeting minutes are a helpful tool for recording meeting activities, group or individual accomplishments, and for providing a record for the group's activities, programs, and issues.

The Purpose of Meeting Minutes:

- An official record of the organization's business
- Record to highlight procedures, traditional activities, etc.
- Tool for informing members not in attendance at a meeting
- Tool to assist in follow-up of assignments and decisions, and the organizing of the next agenda
- Can assist when selecting members for award nominations, special programs, etc.

What to Include in Meeting Minutes:

- Name of the organization or committee
- Type of meeting (regular, special, etc.)
- Date, time, and place of meeting
- Name of presiding officer and minute-taker
- Notation of reading of previous minutes
- All major meeting motions (except those withdrawn) and points of order or appeals. Include name of person making the motion
- Names of committee chairpersons, their reports and statement of committee assignment with due date
- Adjournment time, along with date, time, and place of next meeting

Some Hints on Writing Meeting Minutes:

- Use full names, not nicknames
- Ask the presiding officer to restate a motion if you are unsure of exact phrasing
- Use a tape recorder, if that's easier for you (if you are writing minutes later); just be sure to check with the meeting officers and members first
- Ask the name of the person making the motion if you're not sure of their name
- State whether or not the motion passed
- Identify major items of business in outline form or by underlining, bolding, etc.
- Include any and all committee and officer reports along with new business.