



How to Take Good Meeting Minutes

Minutes are official records that record the decisions of the directors. Unless restricted by the bylaws, members have a right to inspect directors' minutes. Minutes are not a verbatim, minute-by-minute recording of what was said at the meeting. You may record some discussion if it is necessary context or especially important to record, but you should do so sparingly. For example, "The board discussed campaign strategies."

Notes are internal documents for recording discussions and jotting down tasks and reminders. Notes should not appear on the directors' minutes. If an organization wishes to make or keep notes, they can take notes themselves or hire someone to take notes. Notes should not be stored with the official records.

Minutes **Do** Record:

- The name of the group, the date, who is present, and who is absent (regrets)
- The wording and result of any motions
- The time the meeting started and ended

Minutes **Do Not** Record:

- Descriptions of conversations, debates, or discussion
- Points of disagreement, personal opinions, or words of individual directors
- Discussions of the three Ls: Legal, Labour, and Land
- A minute-by-minute breakdown

About the Example Minutes

The following pages contain two sets of example minutes. The first minutes are a *good* example because they focus solely on the decisions made by the directors. The second minutes are a *bad* example because they contain information that should only be recorded in internal notes, if at all.

Note: Unless required by your bylaws, you do not need to have a mover and a seconder. However, this is a common practice, as it conforms to Robert's Rules, which many organizations use.

Minutes - Good Example

Example Society for an Important Cause
Board of Directors Meeting – 24 August 2019
Attendance: Imani A, Deval A, Sam H, Nour R (chair), Alex S
Regrets: Bob S, Suzie Q

Acknowledgement of Territory

The traditional unceded territory was acknowledged.

Call to Order

The meeting was called to order at 6:10PM.

Adoption of Agenda

MOTION: Be it resolved that the agenda be adopted as presented.

Moved by Alex. Seconded by Sam. CARRIED.

Approval of Minutes

MOTION: Be it resolved that the minutes of the July 12, 2019 meeting of the board of directors be adopted as presented.

Moved by Sam. Seconded by Deval. CARRIED.

New Business

MOTION: Be it resolved that the bylaw changes be recommended to the Annual General Meeting as presented (attached).

Moved by Imani. Seconded by Alex. CARRIED.

MOTION: Whereas the society's online membership systems incur per-transaction costs close to or exceeding the current annual membership due; and, whereas the current annual membership due is low and remains free for low-income individuals; therefore, be it resolved that the annual due for individual memberships be changed to \$10 per year.

Moved by Deval. Seconded by Imani. CARRIED.

Adjournment

The meeting was adjourned at 6:23PM.

Minutes - Bad Example

Example Society for an Important Cause

Meeting – August 2019

Attendance: Imani A, Deval A, Sam H, Nour R, Alex S

6:10PM We are starting the meeting now because Deval was late. Nour is chairing and Alex, Imani, and Sam are here so we have quorum

Chair: "I need a mover and a seconder to adopt the agenda. Moved Alex, seconded by Sam. Any discussion? Seeing none we will move to the vote. All in favour of adopting the agenda? Opposed? That motion carries."

6:13PM Chair: "I need a mover and a seconder to approve the minutes from last meeting."

Chair: "Moved by Sam, seconded by Deval. Any discussion? All in favour of approving the minutes from last meeting? Opposed? That carries."

6:15PM Sam says the mayor wants to meet with us next week.

Discussion: Nour thinks it is a waste of time to meet with the mayor as she doesn't share our views. Sam will email the mayor about our demands. Sam, Imani, and Deval expressed opinion it is a great idea to make a community connection. Nour thinks it is a stupid idea and a total waste of time. Alex said nothing because they were on the phone.

6:24PM Chair: Next item on the agenda was the bylaw changes. We need a mover and seconder to recommend the bylaw changes to the AGM. Moved by Imani, Seconded by Alex. All in favour? Nour thinks the changes will make the election fair and let everyone run for director. Opposed? Sam opposes the motion on the basis the members were not properly consulted about the changes. Carried."

6:33PM Imani has an idea for reducing our costs, but we have to ask our lawyer because they are not sure it is legal. Imani will call our lawyer next week before the board votes on it.

6:35PM Chair: "Back to the agenda. We need a mover and seconder to increase the membership fees. Moved by Deval, seconded by Imani. In favour? Opposed? That motion carries."

6:37PM Now at new business and Sam isn't happy with our front-line staff and would like to see about possibly firing them and hiring someone who is more qualified.

Deval's baby was born last week... congratulations! Everyone is going to pool money for a gift and send a card. NOTE TO SELF: remember to send Nour an e-transfer.

6:40PM Ideas for Winter gala: raffle, costume contest, silent auction, local musicians, bake sale

- Nour will email musician friends about performing
- Imani will write a letter for silent auction donations
- Deval will come up with theme ideas

6:53PM meeting adjourned