

Meeting Minutes

MEETING MINUTES are the permanent record of what took place at official meetings of a board or committee. They report on the actions, or lack of actions, of the board. (Their purpose is not for recording who said what nor extensive note taking.)

When approved by the board, the minutes have significance for use as evidence or defense. Don't put anything into the minutes that would embarrass the organization - realizing that minutes can be used in an investigation.

Good executives ensure that minutes are properly drafted, approved, and retained. If a volunteer is responsible for recording the minutes, carefully review them for content and format.

Develop a standard format for all board and committee meetings.

Identify the name of the organization, location and type of meeting; include all the persons in attendance, including guests.

Record the time the meeting started and ended.

Include self-serving statements such as, "A quorum was present," "The board carefully reviewed the financial statement," "No conflicts of interest were reported," "An antitrust statement was provided at the start of the meeting."

Identifying the name of the motion maker is optional in most cases.

Avoid the mistake of recording every comment. Minutes are a record of actions - not a record of everything said.

Legal counsel should review minutes prior to distribution.

Organization of Professionals

May 2, 2009 – San Antonio, TX
Board of Directors Meeting

Called to order at 9:45 am with a quorum present, including the following persons in attendance: alal ajdj, aldkj amama, alala mmml, alal mm, alal jjjj, and alalalal kkk.

The chairman confirmed no directors had any conflicts with the official agenda.

A motion was made, seconded and passed to accept the financial report as presented by the Treasurer.

A motion was made and seconded to increase member dues. After a hearty discussion, the motion failed.

The next meeting date and location were announced.

Upon a motion of the board, the meeting adjourned at 1:45 pm.