

Minutes Checklist

Minutes are the permanent record of the proceedings of a meeting and need to be clear, accurate, brief, and objective. Minutes include the basic following items:

- Date, time, and place of the meeting.
- Name of the person who chaired the meeting (usually the board chair).
- Names of members present, excused, and absent without notification.
- Existence or absence of a quorum.
- All rulings made by the board chair.
- All proper motions, including the name; of the mover and the seconder.
- Results of all votes taken.
- Names of any persons abstaining from any vote.
- List of all reports and documents introduced during the meeting (copies of reports attached to the official minutes).
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- Summary of significant points raised during discussion but not a verbatim account of speeches.
- Any commitments made by officers or any other person present.
- Time of adjournment.
- Signature of the meeting secretary.
- Sometimes minutes include a brief addendum showing required follow-up activities which also identifies the person responsible for the action and the date by which it will be completed.

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