
Minutes of Meeting

KEEPING ORGANIZATIONAL RECORDS

Outline

- Concept of minutes of meeting
- Planning
- Types of minutes of meeting
- Features of minutes of meeting
- Styles of writing minutes of meeting
- Some terminologies of meeting minutes
- Some things to avoid in minutes writing
- Questions & answers
- Exercise

Minutes of meeting: definition

- Minutes of meeting are a written record of what took place at a meeting (Taylor, 2004)
- Minutes are the official records of an organization. It is crucial that they are accurate since they are the legal record of the proceedings and actions of the organization (Sylvester, 2014)
- Minutes should be written in the past tense using third person and reported speech.

Planning of meeting minutes

- Planning of meeting minute begins with:
 - Drawing up an agenda
 - Circulating a notice
- Name of organization
- Title of meeting: AGM, Directors' meeting etc.
- Date, time, venue
- Main Agenda
- Minutes of last meeting
- Matters arising from last minutes
- Opening new branches
- Disciplinary issues
- Any other business (AOB)
- Date of next meeting

Types of minutes of meeting

- There are basically three types:
 - Verbatim
 - These are used primarily in court reporting, where everything needs to be recorded word for word.
 - Minutes of resolution
 - These record only the main resolutions are reached. They are common in AGMs and other statutory meetings.
 - E.g. Purchase of new printer: The Secretary submitted a report on a purchase of new LaserJet printer. It was resolved that a LaserJet Printer 2055 be purchased at a cost of SR1500.
 - Minutes of narration
 - These are a concise summary of all the discussion that took place, reports received, decisions made and actions to be taken.

Features of minutes of meeting

- Name of organization
- Title of meeting: AGM, Directors' meeting etc.
- Date, time, venue
- Attendance: Present
- Apologies for absence
- Minutes of last meeting
- Matters arising from last minutes
- Opening new branches
- Disciplinary issues
- Any other business (AOB)
- Adjournment/Date of next meeting
- Signature

AURORA HOLDINGS plc
WELFARE COMMITTEE
MINUTES OF A MEETING OF THE WELFARE COMMITTEE HELD IN THE
CHAIRMAN'S OFFICE ON TUESDAY 21 OCTOBER 2000 AT 1830.

PRESENT: Eileen Taylor (Chairman)
Jim Cage
Robert Fish
Ellen McBain
Wendy Sheppard
Georgia Thomas
Will Thomas

1 APOLOGIES FOR ABSENCE
Apologies were received from Anthony Long who was attending a business conference.

2 MINUTES OF LAST MEETING
The minutes had already been circulated and the Chairman signed them as a correct record.

3 MATTERS ARISING
Will Thomas reported that he and Georgia had visited Renée Simpson in hospital on 16 October to deliver the committee's basket of flowers and good wishes for a speedy recovery. Renée said she hopes to return to work on Monday 4 November and will be able to attend the next committee meeting.

4 STAFF RESTAURANT
Jim Cage distributed copies of the accounts for the half year ending 31 July. He pointed out that a profit of £1300 was made over the first 6 months of the year. He suggested that some of this be used to buy a new coffee machine as the present one is old and unreliable. It was agreed that he would obtain some estimates and discuss this further at the next meeting.

5 WASHROOM FACILITIES
Mr Taylor announced that several complaints had been received about the female toilets on the second floor. He had investigated the complaints and agreed that the need upgrading. Several locks were reported to be faulty, plus chipped tiles and poor decoration.
Miss McBain volunteered to arrange for some local workmen to provide an estimate on the cost of repairs and to report back at the next meeting.

6 STUDY LEAVE FOR YOUNG TRAINEES
Mr Robert Fish reported that examinations would be held in December for the company's trainees who presently attend evening courses at City

College. He suggested that they should be allowed 2 weeks' study leave prior to their examination.

The Chairman pointed out that it was not within the committee's power to make this decision. She advised Mr Fish to write formally to the Board of Directors asking them to include this item on the agenda of the November Board Meeting. An answer should be obtained before the next meeting.

7 CHRISTMAS DINNER AND DANCE
Miss Wendy Sheppard passed around sample menus which had been obtained from hotels. After discussion it was agreed that arrangements should be made with the Marina Hotel for Saturday 21 December. Miss Sheppard agreed to make all the necessary arrangements.

8 ANY OTHER BUSINESS
There was no other business.

9 DATE OF NEXT MEETING
It was agreed that the next meeting would be held on Wednesday 20 November at 2000.

..... (Chairman)
..... (Date)

ET/ST
30 June 2000—

Styles of writing minutes of meeting

School PTA Minutes
May 24, 2021

The meeting was called to order by Terry Adams at 7:00pm.
In attendance:
(Attendance will
appear at Minutes)
The minutes of the previous meeting were approved.

Board
The Board, consisting of parents and teachers, met for the meeting. The Minutes were reviewed and approved. A motion to accept the minutes was made by Mr. Adams and seconded by Mrs. Adams. The motion was carried.

Advisory Committee
There are a number of parent openings in the Advisory Committee. The Advisory Committee is the first step in the process. The parent should contact the person in charge of the group. The group will follow up with those parents and do some additional work. The group will follow up with those parents and do some additional work.

Budget
The budget for the current school year was discussed by Richard Miller, PTA Treasurer, and approved by the Board and PTA members at the last meeting. In August, the Board will make a motion to approve the budget which was presented by the Treasurer. All parents will be asked to approve the budget at the meeting.

Principal's Report
Principal Samuel Johnson presented his report.

New Business
• Parents of kids to school right - May 24
• School Education Programs - (Open to all)
• School Events Application Process - (Closed to all)

Committee Reports
• Membership
• Volunteer
• Advisory
• Computer Support

Adjournment
Next Meeting:
October 15, 2021, at 7:00pm, School PTA Hall

Motion for adjournment made at 7:00pm and carried unanimously.

Meeting Minutes Template

Creative and Media: Level 2 Higher Diploma

Unit 2: Performance

2.2.6 Production meeting minutes

Student Book
pg 56-57

Production meeting	
Title of production: <i>xsh!</i>	
Date of meeting: 2 nd February	
Present: Everyone in the Production	
Apologies for absence:	
Issues discussed	Decisions made
1 We discuss on the performance date	July the 2 nd
2 We discuss on our rehearsal time	We made a decision that all the scene group should get together and discuss what time it is best for them to rehearse
3 We discuss on the costumes	We made a decision that we should all wear costumes that are appropriate for the each characters
4 We discuss on makeup and Props	We ask everyone what they we need and made a list of all the things needed for the production
5 We discuss on how we could get the money to by the makeup/props	We made a decision that we could all give a £1 each because the total cost of the make was up to £13. But we also decide that we could have a food stall
6 We discuss on about the time of our performance	We decided to make it lunchtime because our main targets are teenagers and most of the student can't make it after school and also we decided to have afterschool for parents and friends.

Level 2 Higher Diploma Creative and Media Unit 2: Scene

<Meeting Title>

Logistics

Time:	
Date:	
Attendees:	
Please Bring/Read:	
Teleconference details:	
Meeting purpose	

Agenda

Item	Time	Agenda Item	Presenter
1			
2			
3			
4			

Open Actions

No	Action/Discussion	Who	When	Status or comment
1.				
2.				
3.				
4.				

Some terminologies of meeting minutes

- Ad hoc – specially for the purpose of...
- Adjourn – to stop a meeting until a later date
- Adopt minutes – when minutes are accepted by members
- Consensus – general agreement
- Convene – to call for a meeting
- Motion – a proposal at a meeting
- Propose – to suggest an idea
- Oppose – to speak against a motion/idea suggested by another member
- Quorum – a number of people needed to be in attendance for a meeting
- Etc.

Some things to avoid in minutes writing

- The opinion or interpretation of the secretary
- Judgmental phrases e.g. “heated debate” “valuable comment”
- Discussion: Minutes are a record of what was ***done*** at the meeting, not what was ***said*** at the meeting
- Motions that were withdrawn
- Name of seconder is unnecessary

Thank you

