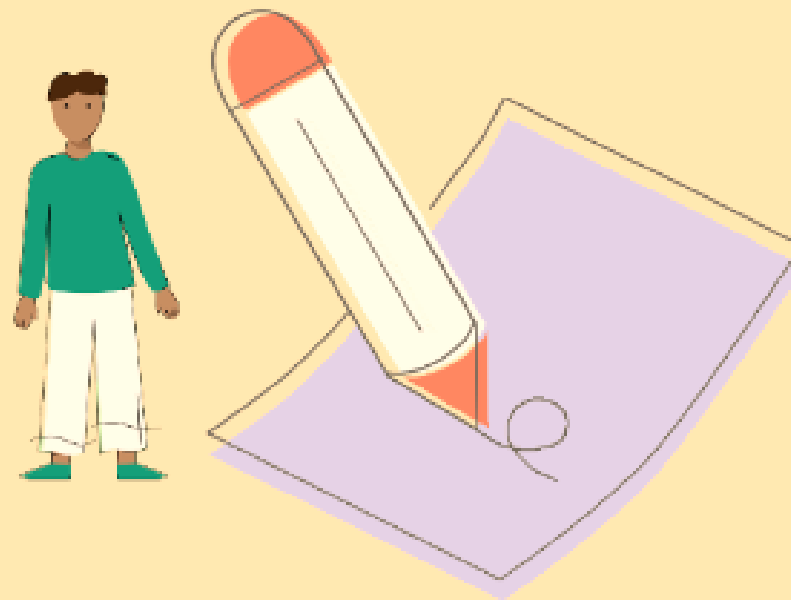


How to Write Effective Meeting Minutes



- **What are meeting minutes**
- **What should you include when writing meeting minutes**
- **What is the purpose of meeting minutes**
- **What's involved with meeting minutes**

What are meeting minutes

- the written record of everything that's happened during a meeting.

What should you include when writing meeting minutes

- capture the essence of the meeting
 - decisions made (motions made, votes, etc.)
 - next steps planned
 - identification and tracking of action items
- meeting minutes can act as a reference point
 - when a meeting's outcomes impact other collaborative activities or projects within the organization
 - minutes can serve to notify (or remind) individuals of tasks assigned to them and/or timelines

What's involved with meeting minutes

1. Pre-Planning
2. Record taking – at the meeting
3. Minutes writing or transcribing
4. Distributing or sharing of meeting minutes
5. Filing or storage of minutes for future reference

What's involved with meeting minutes

- Date and time of the meeting
- Names of the meeting participants and those unable to attend (e.g., “regrets”)
- Acceptance or corrections/amendments to previous meeting minutes
- Decisions made about each agenda item, for example:
 - Actions taken or agreed to be taken
 - Next steps
 - Voting outcomes – e.g., (if necessary, details regarding who made motions; who seconded and approved or via show of hands, etc.)
 - Motions taken or rejected
 - Items to be held over
 - New business
 - Next meeting date and time

Tips that might help your note taking:

- Create an outline
- Check-off attendees as they enter the room
- Record decisions or notes on action items
- Ask for clarification if necessary
- Don't try to capture it all
- Record it

The Minutes Writing Process

- Try to write the minutes as soon after the meeting as
- Review your outline and if necessary, add additional notes or clarify points raised. Also check to ensure all decisions
- Ensure you're including sufficient detail
 - For Board of Director's minutes in particular, we recommend including a short description of each action taken, as well as the rationale behind the decision
 - If there was a lot of discussion before passing a motion, write down the major arguments for and against

Cont.

- Edit to ensure brevity and clarity, so the minutes are easy to read
- In terms of mom format, here are a few things to keep in mind:
 - Be objective
 - Write in the same tense throughout
 - Avoid using names other than to record motions and seconds.
 - Avoid personal observations — the minutes should be solely fact-based
 - If you need to refer to other documents, don't try to summarize them. Rather, simply indicate where they can be found or attach them as an appendix
-

Tools Specifically For Meeting Minutes:

- Google Doc
- OneNote
- Lucid meetings
- Evernotes
- Agreedo
- Minutes.io

Meeting Minutes April 25, 2019

Opening

The regular meeting of the Toronto Association of Beekeepers was called to order at 6:00 PM on April 25, 2019 in The Hive by Tatiana Morand.

Present

Tatiana Morand, Facilitator
Drusa Shyamala, Secretary
Saifullah Dagney, Board Member
Juda Zackary, Board Member
Agatha Kay, Board Member
Drusilla Longos, Board Member
Enrique Carver, Executive Director

Absent

James Clarkson, Marketing Manager

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Business from the Previous Meeting

Budget Committee Report:

The budget for 2019 has been finalized, and was distributed at this meeting by Saifullah Dagney, who led the committee. She ran through an itemized list of the line items, with board members asking questions periodically. The main change from 2018's budget was an increased marketing spend. The motion to accept the revised budget was seconded and passed.

New Hive Research:

Juda Zackary explained the result of the research she had been doing into the new brand of hives that some members have been purchasing. She found that to buy them in bulk for the association would be too expensive, and recommended against it. Her motion to dismiss this proposal was seconded and passed.

New Business

Marketing Plan for Gala:

Deferred for next meeting as James Clarkson was not in attendance.

Additions to the Agenda

Juda Zackary made a motion that a honey sale at the local farmers' market be discussed. Enrique Carver dismissed the motion, and proposed adding it to next month's meeting instead. Agatha Kay seconded that motion, and it was added to the agenda for next meeting.

Agenda for Next Meeting

Marketing Plan for Gala

Gala Agenda

Farmer's Market Honey Sale

Adjournment

Meeting was adjourned at 8:30 PM by Tatiana Morand. The next general meeting will be at 6:00 PM on May 22nd, 2019, in The Hive.

Minutes submitted by: Drusa Shyamala

Approved by: Enrique Carver