

Run Great Meetings, Take Good Minutes workshop:

Minutes are an important business document that should be kept forever, for accountability and for future research purposes. They should be kept in the most current method (i.e. a flash drive) and potentially also shared with your local historical society for archiving. Minutes should minimally contain the date, time, and type of meeting and the attendants, as well as the motions and actions proposed and if they passed. Decisions made in committee meetings that require funds or action that are outside of standard operating procedures should also be recorded in Board minutes.

The key to running good meetings is to create an agenda or script and stick to it. The agenda should include unfinished business, including committee reports, then new business. Committee reports should be in writing and there should be timekeeping procedures in place.

- Katherine Miller