

Meeting Minutes

WHY ARE MINUTES IMPORTANT?

- They provide a written record of any important decisions made by the group (e.g. payments approved, tasks assigned, action points, outcome of meetings with outside parties).
- They are important records both for the everyday functionality of the group and it is also very important to have these records when applying for any funding grants.
- They can be circulated to anyone absent from the meeting so they have an accurate account of what happened.

SAMPLE MEETING MINUTES

(Suggested format only)

Minutes of a committee meeting of XXXXXXXXXXXXXXXX

Held at XXX

On XXX

Time XXX

PRESENT:

List all members present, giving both first and surnames for archive purposes. Put the Chairperson first with "chair" in brackets beside their name.

Apologies:

Received from

MINUTES:

The minutes of the meeting held on were circulated.

Either

(name) moved that the minutes as circulated be taken as a true and accurate record (if no amendments).

Or

(name) moved that the minutes as circulated, with the addition of the above amendments, be taken as a true and accurate record.

Seconded by (name). CARRIED.

MATTERS ARISING FROM THE MINUTES:

List any discussion and decisions made.

CORRESPONDENCE:

Inward from

Outward to

If no correspondence write "There was no correspondence".

(name) moved that the inward correspondence be received and the outwards endorsed.

Seconded by (name). CARRIED.

Remember that emails are also a form of correspondence.

TREASURER'S REPORT:

The following payments were presented for approval (list them).

The balance in the XYZ bank is

\$..... Cheque account

\$..... Term deposit

\$..... Total funds at (date)

Summarise any discussion about the XXXXXXXXXXXXXXXX's financial situation.

Treasurer moved "That payment of the listed invoices be approved and the Treasurer's report adopted".

Seconded by (name). CARRIED.

COMMITTEE REPORTS:

Each committee member with a specific task gives a written report to assist the Minutes Secretary. In the minutes, give a brief summary of the main points from each committee member, including any topic, which was discussed in depth by the whole committee.

GENERAL BUSINESS:

Record a brief summary of any business, which was discussed, including any held over from the previous meeting.

For example: the request from members to hold a fundraising evening was discussed, and a subcommittee appointed with John Smith as the convener. The subcommittee will report back at the next meeting with recommendations on date, venue, format, costs, etc.

DATE OF NEXT MEETING:

To be held at (time) on (day) at (place).

THE MEETING CLOSED AT A.M. / P.M.

Minutes should be posted, delivered, or emailed to committee members as soon as possible after the meeting.

MINUTE TAKING TIPS

- list those present, and any apologies;
- follow the order of the agenda;
- write in the third person, giving names clearly;
- state the main issues, points of view, and decisions made (be impartial);
- make sure the full texts of any motions are recorded;
- list any accounts for payment that are approved, reports received, main points of answers required for any correspondence etc;
- be alert to take down any extra notes that will be useful;
- write up the minutes as soon as possible after the meeting when the content is fresh in the mind.

Information prepared by



LINKS / WHERE TO GO FOR MORE INFORMATION:

www.write.co.nz
(under "plain English" then "writing tips")

*For more information or help you can also contact your local
Community Development Planner at Venture Southland:
143 Spey Street, Invercargill
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