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**TAKING MEETING MINUTES**

**IMPORTANCE OF MINUTES**

1. Offer legal protection
2. Provide structure
3. Drives Action
4. Act as a measuring stick
5. State ownership

**ELEMENTS OF MINUTES**

**First Paragraph**

* Kind of Meeting
* Name of Organization
* Date, Time, and Place
* Presence of presiding officer and secretary (or their substitutes)
* If the minutes of the previous meeting were read and approved.
  + Or approved as corrected.

**Items of Note**

**What to Avoid**

* Capturing discussion of a motion
  + Minutes are a legal document and can be uses in legal cases
  + Opens the organization up for legal risk
  + Paraphrasing is not suggested either.
* Don’t include written report details in the motion
  + They can be attached to the minutes
  + Only include a motion that was voted on from a report.

**Tips and Tricks**

* Use your agenda to take notes during the meeting.
* Don’t try to write your minutes during the actual meeting.

Minutes are legal records of what happens during a meeting.

Focus on keeping them short and to the point but accurately reflecting the decisions of the organization