

Minuting Meetings

Need to minute a meeting? Below are some tips to think about

Why might I need to minute a meeting?

- The basic reason for minuting a meeting is to keep a formal record of what was said and decided.

Formal meetings. E.g Board Meetings, Committee Meetings, Annual General Meetings etc.

- There are some meetings that require minutes with specific information. Many organisations will require meetings to be minuted to provide transparency and accountability to decision making.
- Minutes are distributed before the next occurrence of a meeting and must be formally agreed that they are a true representation of what happened by those who were present at the meeting, and signed by the Chair.
- Things to include:
 - Where and when did the meeting take place?
 - Who was present? Who was an apology? Did you have quorum (enough people) to make any decisions?
 - Why were certain people at the meeting? E.g. make note of any staff that attend a board meeting.
 - Who was chairing and who was minuting the meeting?
 - What time did the meeting start and finish?
 - What were the basic agenda items and who presented them?
 - What headline discussion occurred? This is not a transcript of the meeting and you don't need to capture everything every individual said, just the salient points.
 - What formal decisions were made?
 - What actions were agreed on, who is responsible, and what is the timeline for completing them?
- With these formal meetings, you can create a template and pre-fill a lot of information (e.g. attendees, chairs, headline action items).

Less formal meetings

- Minuting a less formal meeting is still important for two reasons.
 - People who didn't attend can still see what happened in the meeting
 - Everyone involved has a document to which they can refer that reminds them what was decided and who is responsible for actions
- There are no formal rules about these meetings and you should take them in a way that is helpful for you. They can take the form of a more formal word document, or even just an email around to everyone after the meeting.
- Things to include:
 - Attendees/apologies
 - Decisions made
 - Actions, responsibilities and timelines
 - Simple notes about what was discussed. Just think "is this a useful thing for everyone to have in writing?"



**MEMBER
RESOURCES**