

## Minutes of a Meeting: The Basics

Board meeting minutes should provide a record of what actions occurred at the meeting. They should be limited to only reflect actions that were taken during the meeting, such as reports made, motions made, and votes taken. They do not provide a record of who said what and when. A simple summary of the main points of the discussion is needed. Any minutes should be in accordance with the [APNA Policy on Meeting Minutes](#).

Please see below for a sample of an APNA Chapter's meeting minutes:

### American Psychiatric Nurses Association

Meeting Name/Meeting Location

Date/Time

Present:

Excused:

Staff Present:

Item	Discussion	Action/Responsible Party
a. Opening Agenda	APNA [STATE] Chapter President [NAME] called the meeting to order at [TIME] time on [DATE]. Secretary [NAME] conducted roll call. A quorum was present.	
b. Review Of Minutes	APNA [STATE] Chapter Secretary [NAME] reviewed and presented the minutes from [DATE OF LAST BOARD MEETING] to the Board for approval.	Motion made to approve the minutes as presented. Motion seconded. Motion passed.
c. President's Report	APNA [STATE] Chapter President [NAME] provided a report on current chapter activities and updates from the APNA National office. Board discussion ensued.	
d. Treasurer's Report	APNA [STATE] Chapter Treasurer [NAME] reviewed the report provided by APNA National on the current chapter finances. Board discussion.	
e. Chapter Conference	APNA [STATE] Chapter Conference Planning Committee Chair [NAME] reviewed the proposed date and location for the upcoming chapter conference. Board discussion ensued.	Motion made to approve [DATE] and [LOCATION] for the APNA [STATE] Chapter conference. Motion seconded. Motion passed.
f. Adjournment	APNA [STATE] Chapter President [NAME] adjourned the meeting at [TIME].	