

Board Meeting Minutes – What and How

Minutes are the official record of an organization. Since they are the legal record of the proceedings and actions of the organization, it is crucial they are accurate. Minutes are a record of what was **DONE** at the meeting NOT what was said by members or guests at the meeting.

Personal observations or judgmental comments **should not be included in meeting minutes**. All statements **should** be as neutral as possible. Avoid writing down everything everyone said. **Minutes should** be concise and summarize the major points of what happened at the **meeting**. Any notes or recordings of the board meeting after the minutes are approved should be destroyed.

What to include in minutes:

❖ First Paragraph

- Kind of meeting (regular, special, adjourned)
- Name of board
- Date and time of meeting
- Place of meeting
- President and Secretary were present or name of substitute
- Identify if a quorum was present at the meeting (optional)

❖ Second Paragraph (optional)

- Record all directors who are present and absent. (optional)
- Record all staff and guests who are present. (optional)

❖ Approval of minutes

Body of Minutes

- ❖ Separate paragraph for each motion which reflects the order of the agenda.
 - The exact wording of motions right before the vote, whether it passed or failed, and the way they were disposed of.
 - Name of maker (note: do NOT include the seconder's name).
 - Number of votes if count ordered or ballot vote.
 - Roll call votes include the record of each person's vote.
 - Include names of directors who dissent or abstain.
 - Document any conflicts of interest and how handled.
- ❖ Secondary motions that were not lost or withdrawn.
- ❖ All notices of motion. Previous notice is sometimes required (e.g. amendments of the bylaws)
- ❖ All points of order and appeals, whether sustained or lost.
- ❖ Reports
 - Acknowledge if a report was given. Only record motions.

- Reports should be written and attached to the minutes.
- If oral committee report is given, include substance of report.
- ❖ Document if an executive session is held. Only record the motion if there is one.
- ❖ Name and subject of the guest speaker may be entered, but the minutes should not include a summary of the speaker's remarks. (optional)

- ❖ **Last Paragraph**
 - Hour of adjournment

- ❖ **Signature of Secretary** ("Respectfully submitted" unnecessary)

DO NOT INCLUDE

- ❖ Secunder's name
- ❖ Remarks of guest speakers
- ❖ Motions that were withdrawn (see RONOR section 48, page 469 for exceptions)
- ❖ Personal opinion on anything said or done

References:

[Minutes Handout and Sample Minutes](#), Based on Robert's Rules of Order Newly Revised (11th Edition), Jim Slaughter, Parliamentarian

[How to Write and Keep Meeting Minutes](#), Based on Robert's Rules of Order Newly Revised (11th Edition), Nancy Sylvester, MA, PRP, CPP-T

[Meeting Minutes Template](#), Nancy Sylvester, MA, PRP, CPP-T

[Sample Meeting Minutes](#), Nancy Sylvester, MA, PRP, CPP-T

SAMPLE MEETING MINUTES

AB Apartment Association Board of Directors Meeting Minutes February 1, 20XX

A regular meeting of the AB Apartment Association (ABAA) Board of Directors was held in Multi-Family City, Alaska, on February 1, 20XX at 12:00 noon, the President and the Secretary being present.

Members of the Board in attendance were (list names). Optional

Members of the Board not in attendance were (list names). Optional

The minutes of the December meeting of were approved as printed and corrected.

Or, if you use a consent agenda:

President NAME presented the Consent Agenda for approval and inquired if any of the items listed should be removed for discussion.

That the Consent Agenda be approved as presented. **MOTION PASSED**

1. December 20XX Board meeting minutes
2. December 20XX Executive Committee meeting minutes
3. January Board Fax/Email Vote on XYZ

Officer Reports:

The President's report was received and placed on file. OR if verbal, only include items of substance: President Smith reported committee chairs have been appointed and are included in the board book.

The Treasurer's report was received and placed on file.

The Association Executive's report was received and placed on file. If Verbal report, only include items of substance: The Association Executive reported membership numbers have increased 20%; new computer equipment was installed and member meeting attendance has increased by 10%.

Report of the Executive Committee from NAME, ABAA President was received and placed on file. (Only Recommendations that the Board needs to vote on should be presented. The exact motion should be recorded and result of vote. If there is a report, needs to be overview of

accomplishments or highlights. The report should be written and sent to board members and read before the board meeting.)

Motion: NAME, Executive Committee Chairperson moved on behalf of the committee “That the Board participate in a strategic planning session to be held the second week in September.” After amendment and further debate, the motion was adopted as follows: “That the Board participate in a strategic planning session to be held on two consecutive days in September.” **MOTION PASSED**

Report of the Membership Committee: Board Member NAME presented the report of the Membership Committee. (only present recommendations/motions)

Motion: NAME, Membership Committee Chairperson moved on behalf of the membership committee “That the ABAA increase dues by 3% each year starting in 20XX”. After amendment and further debate, the motion was adopted as follows: “That the ABAA increase dues by 2.5% each year starting in January 20XX.” **MOTION PASSED**

Report of the Finance Committee:

Motion: NAME, Finance Committee Chairperson, presented the 20XX budget and on behalf of the finance committee, moved that the Board adopt the 20XX budget as presented in the board book. **MOTION PASSED**

President NAME reminded the members of the date of the next board meeting.

The meeting adjourned at 1:25 p.m.

Secretary

Date of Approval