



MINUTE TAKING MADE EASY



The idea of taking good minutes may seem like a difficult task but this is not really the case. The fact of the matter is, minute-taking is a simple and easy process if you follow some important guidelines.

First of all, remember, minute taking is a record of what was done, not what was said. Once this is understood, it is quite easy to record the actions taken. Quite frankly minutes that leave out who said what and stick to actions taken are much more useful.

This helpful guide can serve as a template to ensure that a good record of your Association's actions are captured.

TIP: Minutes are a record of what was done at the meeting – NOT what was said by members or guests. Use a separate paragraph for each subject matter.

MINUTES OF ASSOCIATION MEETINGS INCLUDE:

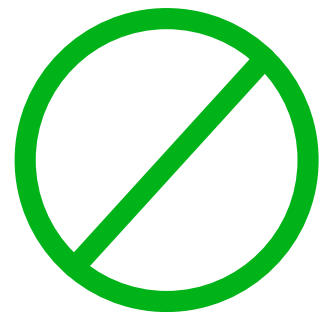
- Type of meeting (board, annual, special, adjourned)
- Names of members attending
- Date and time of meeting
- Place of meeting
- Name of presiding officer and secretary (or whoever performs these roles)
- Whether minutes of previous meeting were approved



TIP: It is often easier to attach the wording of a motion as an exhibit.

NO NEED TO INCLUDE:

- Procedural secondary motions (such as motions to limit or close debate, recess)
- Withdrawn motions
- Points of order and appeals, whether sustained or lost



TIP: Minutes should not include: seconder's name, remarks by members or guests, or personal opinions.

ALSO INCLUDE:

- Names and votes if roll call vote is taken
- Time of adjournment
- Signature of secretary



The following pages offer a simple to follow, fill in the blank set of minutes. Use multiple copies for several motions.

CALL TO ORDER

The meeting was called to order by _____ (President) at _____ (time) in the _____ (room or location).

QUORUM ESTABLISHED

Members listed below or on exhibit ____ were present. (For smaller meetings, simply list the numbers who were present below.)

APPROVAL OF PREVIOUS MINUTES

A motion was made by _____ (person) to approve the minutes from the _____ (date) meeting.

(Pick one)

- Approved
- Failed
- The minutes were amended as follows:

COMMITTEE REPORTS

Committee reports attached (list as exhibits) were presented to the board of directors

SPECIAL ORDERS, UNFINISHED AND NEW BUSINESS MOTIONS

(The following section should be repeated for each motion.)

A motion was made to: _____
by _____. The motion was
seconded. After debate, the motion was adopted / not adopted.

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by _____. The motion was
seconded. After debate, the motion was adopted / not adopted.

ADJOURNMENT

The meeting adjourned at _____ (formal vote does not need to be recorded). The
above minutes submitted on this the ____ day _____ 20____ By:
_____, (Secretary, Assistant Secretary or
other) Approved at _____ meeting.

Minute Taking Made Easy is part of a series of HOA Guidance booklets prepared by Association Management Group (AMG). It is intended to provide general information.

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