

Taking the Hours Out of Minutes

Tips for writing meeting minutes

- Minutes should be less than a page for most of our garden club business
- Start with who, when and where the meeting opened
- Report the disposal of the minutes (approved as read, as corrected, as distributed)
- Report the balances your club members are interested in (bank balance, working balance, earmarked funds)
- Report who made a motion, what the motion was, seconded (don't bother with who seconded it) and how the motion was disposed (carried, failed, unanimously carried)
- Record motions as ultimately amended — don't include the process to the final motion
- Report who reported but not what was reported (this is in their written report to the director or president, etc.). Don't list the menu for the Christmas party. Only that the Christmas party was discussed.
- Report the time of adjournment
- Minutes are not your club's history -- use your newsletter for that

Minutes Outline

Outline for writing up meeting minutes

The (regular, special, Executive Board, etc.) meeting was called to order by (Presiding Officer) at (time) at (location). Number present or that a quorum was declared present. The inspiration, given by (inspirer) was followed by the pledge of allegiance to the flag led by (pledge leader).

The minutes of the (prior meeting date) meeting were approved as read (or as corrected or distributed or sent). The treasurer reported a balance in the checking account of (\$), a balance in the savings account of (\$) and earmarked funds of (\$).

Recommendations of the Executive Board and their disposition

1. To accept with regret the resignation of Mr. Magoo as Cartoon Chairman. Passed.
2. To approve the color purple as the official color for the club. Failed. New Business

(Name of person making motion) moved and it was seconded that (blah, blah, blah). Motion carried (or passed).

(Name of person making motion) moved and it was seconded that (blah, blah, blah). Motion carried (or passed).

The following officers reported:

President

1st Vice President

The following chairmen reported:

Amenities

Historian

Membership

Announcements - Awards (certificates, gifts, etc.) presented.

Meeting adjourned at (time of adjournment).