



## MEETINGS – MINUTES

### **Meeting Components**

Within the course of a meeting, there are several components that will come into play. Understanding these components will allow the meeting to proceed smoothly.

### **Minutes**

Meeting minutes are a written record of facts of the meeting; the official and legal accounting of what was accomplished. Minutes are not taken verbatim, only actions are recorded. Below is a list of items that should and should not be included in the minutes.

#### **Include:**

- Name of the association and the type of meeting
- Date, time, and place of the meeting
- Name of those in attendance, absent, excused
- Establishment of a quorum
- Consent agenda (if applicable)
- Approval/changes to the previous minutes
- Tasks that are assigned
- Exact wording of a motion, including:
  - Name of the proposer
  - Whether it passed or failed
  - Vote count
- Election results, including vote count (annual meeting, if applicable)
- Name of committees and reporting member (attach reports to the minutes)
- Notice that was given (i.e., resignation, proposed amendment)
- Items removed from consent agenda (if applicable)
- Points of order or appeals

#### **Do not include:**

- Opinion or interpretation
- Discussion – what was said
- Judgmental phrases (i.e. – “passionate discussion” or “good suggestion”)
- Reports in detail

### **Process for Creating Minutes**

After the meeting has been completed, it is now time for the Association Manager to compile the information from the meeting and create the minutes. There are several steps involved in doing this properly.

1. Write up (gathering all information whether written notes, documents turned in or audio recordings)
2. President’s review (President should review the draft of the minutes for their comments/corrections)
3. Board review (board meetings)
4. Member/Delegate review (annual meetings)
5. File and keep all minutes with documentation attached (minutes are to be kept forever)

**NOTE:** Business conducted at board meetings often contains confidential information. For this reason, if board minutes are requested by a member, only portions of the meeting minutes deemed non-confidential can be released. The release of any portion of board minutes requires board approval.



### **Committee Meeting Minutes**

Minutes should also be taken for committee meetings and follow the same basic rules as minutes for a board meeting. They should also include the same basic information; time, place, those in attendance and whether a quorum was present. It should also list any discussion items that were covered and the results of the discussions. (As committees should also have an agenda, it is easiest to just follow the agenda that was used to create the minutes.) After the meeting has been completed, the minutes should be compiled and sent to the committee members for their review, and then given to the Association Manager for inclusion at the next board meeting.

### **Annual Meeting Minutes**

Often when minutes are presented to the membership from the previous year's meeting, members do not recall what business transpired. As a result, it is difficult to determine if the minutes are accurate.

The minutes for the annual meeting should also be completed shortly after the annual meeting was completed and should follow the process listed above for board meeting minutes.

To avoid this situation and ensure the membership meeting minutes are reviewed in a timely manner, the president may consider appointing a minutes approval committee. The minutes approval committee's task is to approve the membership meeting minutes, shortly after they have been written by the association manager. If approved by the committee, the minutes do not have to be approved by the members at the next membership meeting (*Robert's Rules of Order, Newly Revised, 11th Edition, 457*).



## **SAMPLE OF MINUTES FORMAT**

### **Grapevine USBC – Board of Directors Meeting**

September 14, 20\_\_

Happy Lanes, Conference Room

With due notice having been given in accordance with the Grapevine USBC bylaws and a quorum being present, President Smith called the meeting to order at 7 p.m. Association Manager Ames called the roll.

#### **PRESENT:**

Officers: Smith, Jones, Hightower, Ames (Assn Manager)  
Directors: Davis, Sims, Morgan, Erickson, Day, Billings  
Absent: Roberts  
Excused: O'Brien

#### **OTHERS IN ATTENDANCE:**

James Rhyme – Proprietor - Happy Lanes

CONSENT AGENDA: Approved

A motion by Director Billings to Suspend the Rules and move James Rhyme's report to above reports on the agenda, was approved.

James Rhyme shared with the board his wish for better communication with members and for the association's assistance in having association representatives visit the certified leagues. Mr. Rhyme's request will be forwarded to the Membership Committee for action.

FINANCIAL REPORT: The financial report was presented by Association Manager Ames and revealed the association general fund is \$250 over budget for the period. The financial report will be filed for audit.

#### **OFFICERS' REPORTS:**

President Smith reported:

- Legislative and rules changes made at the USBC Convention
- New member/board orientation took place August 15, 2017. All newly elected board members were there

Association Manager Ames reported:

- Copy enclosed with meeting notice

**(NOTE: The Association Manager's report to the board, delegates and members should include any complaints that have been filed against any officers, directors or members; a report of the association's financial standing and any important updates/newsworthy events.)**

#### **COMMITTEE REPORTS:**

- Tournament Committee – Director Sims reported that entries for the Women's Championship were coming in and she expects entries to be up over last year's event.
- Finance/Audit Committee – Director Morgan said that the annual external audit is scheduled for September 23<sup>rd</sup>.

NEW BUSINESS: Motion by Director Day to donate \$500 in scholarship funds to the Youth Championship Tournament was approved.

ADJOURN: The meeting adjourned at 8 PM.