



## **WHAT YOUR MINUTES SHOULD INCLUDE AND WHY THEY ARE IMPORTANT**

Minutes are the permanent record of the proceedings of a meeting and need to be clear, accurate, brief and objective. It is important to note that your minutes are a legal record and can be used in court to defend your position or used against you; are required by banks to change any account information; and can be summoned by the IRS.

Minutes include the basic following items:

- The date, time and place of the meeting. The name of the person in the chair.
- The names of members present, excused and absent without notification. The existence or absence of a quorum.
- All rulings made by the chair.
- All proper motions, including the name of the mover and the seconder. The results of all votes taken.
- The names of any person abstaining from any vote.
- A list of all reports and documents introduced during the meeting (copies of these reports being attached to the official minutes)
- A summary of significant points raised during discussion, but not a verbatim account of speeches. Any commitments made by officers or any other person present.
- The time of adjournment
- The signature of the meeting secretary.
- Sometimes minutes include a brief addendum showing required follow-up activities which also identifies the person responsible for the action and the date by which it will be completed.