

# Minutes



## Basics of taking effective meeting minutes

Minutes are the official record of the actions and decisions of the board. They are taken every meeting and approved the next time the board meets.

Minutes of your meeting:

- inform absent members of the discussion and decisions made
- serve as an official record of discussion for future references
- provide 'takeaways' for meetings that are informational
- note the important details.

### GOOD PRACTICE TIP

Keep notes clear and simple  
Use a template for regular meetings



## Generally, meeting minutes will include:

Subject of the meeting

Location (if relevant)

Date and time (including start and finishing times)

Attendees (including absences and apologies)

Agenda items

- Record of votes – moved, seconded and results
- Status of action points
- Date and time of next meeting
- Expected actions from your board member by next meeting
- Items to be discussed in your next meeting

### GOOD PRACTICE TIP

Ask for approval if using a recording device

### GOOD PRACTICE TIP



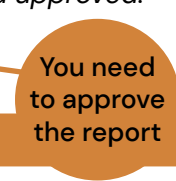
Send your minutes out for review and approval within a week after the meeting



See the guide and template on next page

# Minutes Guide

Click [here](#) to link to an editable template to use

Minutes of the meeting of	Meeting number:	Date:
	Time: From:	To:
	Location:	
Present:		
Apologies:		
<b>Administrative</b>		
1. Welcome / Karakia		
2. Conflicts of interest register		
3. Minutes of the last meeting Resolution: <i>That the minutes of the meeting dated XXXX be accepted as a true and accurate record.</i> Moved: [by]                      Seconded: [by] Motion passed: Yes / No		
4. Matters arising from the minutes of last meeting		
<b>Financial Reports</b>		
Resolution: <i>That the financial report for the period dated XXXX be received and approved.</i> Moved: [by]                      Seconded: [by] Passed: Yes / No		
<b>Management Reports</b>		
Resolution: <i>That the management report for the period dated XXXX be received and approved.</i> Moved: [by]                      Seconded: [by] Passed: Yes / No		
<b>Board Discussion Papers</b>		
Funding opportunities		
Sponsorship opportunities		
<b>General business</b>		
<b>Next meeting:</b> The next meeting of _____ will be held on [date] , [time] at [location]		
These minutes have been accepted as a true and accurate record by the board of		
Signed: _____ Date: _____ Chair		