NCAR

MEETING MINUTE TOOLS
GENERAL MEETINGS, BOARD MEETINGS & ANNUAL MEETING

Key concepts:

"Minutes should be concise and accurate." Identify the topic, who made a motion, the reason for the decision, and what actions are to be taken due to the decision.

"Balance brevity and detail." Listen carefully and record just the significant points of discussion and decisions.

"Arrive with agenda outline or template." Record attendees and guests, then impartially record the main points of each topic discussed—document quorums, seconds; informal and formal decisions and agreements; and assignments or action items.

"Deliver minutes promptly." The Chapter should decide to whom the minutes are distributed and what "promptly" is. The goal is to have attendees read the minutes for accuracy as soon as possible and before any subsequent meeting so that any corrections can be captured.

The IRS recommends that Board minutes of tax-exempt organizations be kept permanently. Other documents to be kept permanently include the Chapter's determination letter, articles of incorporation, and bylaws. A document retention system needs to be in place.

Key tool:

Template – The use of a template can be helpful to new Board members in the position of Recording Secretary; the format records critical decisions of the Board and membership, and the format used over time improves chances for more accessible storage and retrievability of Chapter decision-making. See the resource below.

SOURCES:

Effective Board Meetings for Good Governance | National Council of Nonprofits

Board Meeting Minutes – Part I – Nonprofit Law Blog

How to Write More Effective Meeting Minutes - AGB (including a template)