

# Minutes

Minutes are the official history and permanent record of the proposals, reports, and decisions made at your meetings. Minutes are invaluable for reference, evaluation, and future planning. They are the document used for proof and authorization for important expenditures. Minutes should be accurate, concise and complete.

## **All Minutes should include:**

1. Name of association and type of meeting. (General or Board)
2. Date, time, and place of the meeting.
3. Name of presiding officer (chair, facilitator, etc.)
4. A list of who was present, (for Board meetings, note absent members)
5. A treasurer's report, if the neighborhood has funds.
6. A clear statement of all motions or resolutions, whether passed or not passed, with the name of the proposer listed.
7. An accurate record of all votes. If the decision is not unanimous and there are less than 25 people present, enough information needs to be recorded so that it is possible to know how each person voted. A dissenting viewpoint should also be recorded.
8. Notes on plans made, tasks assigned, (who, what, when)
9. A brief summary of oral committee reports; any written committee reports attached to the minutes
10. Signature (or name if distributed electronically), of Secretary or person who submitted the minutes
- (11.) Although not required, it is good to have a brief summary of any presentations or discussions on issues and who presented the information.