# Taking Minutes 101

**Quick and simple guide:**
The purpose of minutes is to help remind you what was discussed, the agreements made and who is going to carry them out. There is no set format that you must follow; just as long as the information is there and organized. Try to be consistent with your format, but don't worry about being fancy.

**Tasks:**

- Take rough notes during the meeting
- Reorganize notes (rewrite and clarify points)
- Email to president
- Send out to Leos (president's copy)

**What to write down:**
Taking minutes can be a difficult and frustrating task if you don't know what's important to write down and what to leave out.
Try to keep these four points in mind to help make your job easier:

1) Prepare an outline based on the agenda ahead of time
2) Get a copy of the treasurer's report before the meeting and write this down ahead of time
3) Don't try to write EVERYTHING said in minutes
4) Record decisions that are made and who is going to carry it out

*The nitty-gritty:*
In general minutes should include the following items:

- ✓ Place and date of meeting
- ✓ Names of Leos, advisors and guests present (Refer to attendance sheet after meeting)
- ✓ Time meeting was called to order
- ✓ Note approval/amendments of last meeting's minutes
- ✓ Treasurer's report
- ✓ Committee reports
- ✓ Old business
- ✓ New business
- ✓ Time of adjournment

**** Every motion made (including the names of the mover and the seconder) and whether the motion was carried unanimously/non-unanimously, or lost.

**Common problems:**

1) I'm not sure what decision has been made, but the group has already moved on.

   *Solution:* Don't be afraid to ask the president right away what decision has been made. It is very important to have accurate notes at the time of the meeting as no one has perfect memory (especially if days have passed). This will help save you a lot of time and grief.

2) The minutes are taking a long time to write up.

   *Solution:* Are you waiting too long after the meeting to write up your notes? Try writing up the minutes as soon as you get home or the very next day; you'll be amazed how much faster you'll be able to finish the task.