HOW TO TAKE MINUTES AT A MEETING

# What are Minutes?

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|  | Meeting minutes are a record of the meeting that highlight the key issues and topics that are discussed. They denote motions that are proposed or voted on and activities to be undertaken. The minutes of a meeting are usually taken by a designated member of the group, typically the Secretary. The goal is to provide an accurate record of what occurred during the meeting. |

# Why are Athletes’ Council Meeting Minutes Important?

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|  | 1. Serve as a reminder aid for the AAC
2. Record of AAC member responsibilities
3. Are the starting point for the following meeting
4. Are helpful for those absent to know what was discussed and what decisions have been made
5. In case of conflicts of intersts, they are tool to know what agreements were made
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| How to Take Minute At a Meeting |
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| Brain in head outline | **Step 1: Prepare*** Review the minutes from the previous meeting
* Use the agenda as a guide for taking notes and preparing your template ahead of time (NGBs should have a template for all committee meetings if not see Meeting Minutes Template)
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| Typewriter with solid fill | **Step 2: Take a Record of the Meeting**Generally, meeting minutes usually include the following: Date of the meeting* Location of the meeting (i.e. address, virtual platform, teleconference)
* Time the meeting was called to order
* Names of the meeting attendees and guests
* Acceptance or corrections/amendments to previous meeting minutes
* Decisions made about each agenda item, including:
	+ Actions taken or agreed to be taken
	+ Next steps
	+ Voting outcomes
	+ Motions taken or rejected
* New business
* Next meeting date and time
* Time of adjournment
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| Eraser with solid fill | **Step 3: Write and Finalize the Minutes** Edit the record so that the minutes are succinct, clear, and easy to read |
| Share with solid fill | **Step 4: Share Minutes**Share out to AAC members for appropriate approval by the Council before sharing online or to external stakeholders |

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1. Check off attendees as they arrive.
2. Write times beside the agenda items to stay on track.
3. Ask for clarification as necessary.
4. Write clear and brief notes – not full sentences or verbatim wording- during the meeting.
5. Maintain the same verb tense through the document.
6. If minutes were taken by hand, type the minutes as soon as possible after the meeting while everything is fresh in your mind.
7. After the meeting review the notes and make any necessary adjustments to finalize the record into minutes.
8. Use the same template and format for every meeting.

Helpful tIps