



BOARD SMART • SCHOOL SAVVY

What should good minutes look like? ^{©1}

Meeting minutes are a formal recording of transactions that happened at a particular time and place. Minutes are a record of what was **done** at the meeting, not what was said by members.

Often, as legal documents, auditors and other verifiers may review minutes. To this end, minutes must be accurate and must never reflect the opinion of the minute taker.

Minutes are used for constant referral and clarification of past activities and actions. The minutes help ensure continuity within the organization's transactions.

Minutes should be brief and easy to read. A separate paragraph should be used for each subject matter. It is useful to underline or use bold face to identify the topic.

Some specifics:

1. At the top of the minutes, the following should be recorded:
 - Name of organization
 - Date, Time, Location
 - Note whether it is a special or regular meeting
2. List, using full names, those present and absent. Note those that are excused. Note any guests that are in attendance.
3. In the first paragraph, specify the time that the meeting was convened and the name of the presiding officer.
4. Record minutes in accordance with the order of what happened during the meeting.
5. Note the approval (and amendment) of the minutes of the previous meeting. Note the review and acceptance of the financial report.

¹ Note: your state's open meeting law may have specific requirements that need to be included in the legal minutes of the organization. Please cross reference our advice here with your state's open meeting law.

6. Briefly summarize the main points of discussion, if it sets precedent, is critical, etc. Otherwise simply note “discussion ensued”.
 - Indicate major problems stated and suggestions proposed
 - Record conflicting points of view for clarification of action
7. Record all motions. Some organizations record the name of the individual who made the motion; it is not necessary to state the person seconding the motion. Record abstentions. State whether the motion failed or carried.
8. If attendees arrive or leave during the meeting, record the time and name within the flow of the minutes.
9. Note the time of adjournment. End the minutes with the name of the recorder and the secretary who has reviewed the minutes.

Remember, if your organization is mandated to comply with open meeting laws, minutes are a matter of public record and can be requested by a member of the general public at any time.

Sample minutes follow below

THB Academy Charter School

Board Meeting Minutes

May 17, 2012

A meeting of the Board of Trustees (the “Board”) of The THB Academy Charter School (the “School”) was held on May 17, 2012 at 6 p.m. at the School.

The following members of the Board were present:

Palmer Berry; Seth Reynolds; John Kelly; Rachel Bollinger; Susan Taylor; Nathan Sanders (chair), Jordan Michaels and Debra Johnson. Robert Stevens, Executive Director, and Sarah Jones, Principal were also present. Desire Lopez was a Notified Absence.

Minutes of Previous Meeting

The Board:

VOTED:

To approve the draft minutes of the last Board meeting held on April 19, 2012, in the form previously circulated.

Management Update

Mr. Stevens provided a management update on recruitment efforts, budget and real estate issues.

Renovation

After discussion, the Board:

VOTED:

To approve the \$140,000 renovation of the first floor of the current building to provide expansion space for the School.

Enrollment

Mr. Stevens led a discussion of a proposed seventh-grader enrollment policy, which will be a revision to the enrollment policy currently set forth in the School’s charter.

The Board:

VOTED:

To approve the Enrollment Policy prepared by Mr. Stevens substantially in the form distributed to the Board at the meeting, and to authorize Mr. Stevens to submit said policy to the Department of Education for approval.

Consulting Agreement

Mr. Stevens next presented the Board with a Consulting Agreement for Mr. Jeff Jacoby, with respect to work related to the acquisition of a permanent location for the school.

After a brief discussion the Board:

VOTED:

To approve the Consulting Agreement by and between the School and Mr. Jeff Jacoby.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:10 p.m.

Respectfully Submitted

Rachel Bollinger, Secretary

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