

## HANDOUT #6

### Board Minutes Checklist

Minutes are the permanent record of the proceedings of a meeting and need to be clear, accurate, brief, and objective. Minutes include the basic following items:

- Date, time, and place of the meeting
- Name of the person who chaired the meeting (usually the board chair)
- Names of members present, excused, and absent without notification
- Existence or absence of a quorum
- All proper motions, including the names of the mover and the seconder
- Results of all votes taken
- Names of any persons abstaining from any vote
- List of all reports and documents introduced during the meeting. Copies of reports should be attached to the official minutes.
- Commitment to a future action and by whom
- Time of adjournment
- Signature of the meeting secretary
- Sometime minutes include a brief addendum showing required follow-up activities which also identifies the person responsible for the action and the date by which it will be completed.