



TIPS AND TRICKS FOR TAKING BOARD MEETING MINUTES

Helpful Tips!

From common sense best practices to hard lessons learned, here are a few tips and tricks that will help you to become a board meeting minute-taking ninja.



Use a template for your minutes



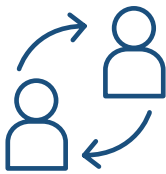
Check off attendees as they arrive



Do introductions or circulate an attendance list



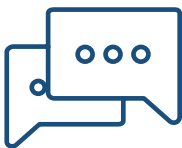
Record motions, actions and decisions as they occur



Ask for clarification as necessary



Write clear, brief notes - not full sentences or verbatim wording



Maintain the same verb tense

Common Mistakes

Overlooking something simple can effect the quality of your minutes, and a larger mistake can put your board at risk. Here are a few common mistakes that are worth avoiding.



Failure to document a quorum



Ambiguous description of board actions



Including information that could harm the board in a legal sense



Lengthy delays in providing minutes after a meeting



Delays in approving minutes from past meetings



Failing to file and manage important documents



Failing to get documents signed so they serve as an official and legal record