

## Minutes of Meetings

Because there is a formal process of student governance for organized student groups, the student council and each club must prepare and maintain a record of each meeting. These records are called minutes. The meeting minutes serve as the record of each meeting and the actions taken during the meeting and demonstrate that the student council or club has followed the ASB organization's policies and procedures.

Minutes should include details of proceedings, including financial matters pertaining to the budget, approval of fund-raising ventures, and expenditure authorizations. Minutes are not a verbatim transcript of every word spoken; rather, they are a concise documentation of the essential matters discussed at each meeting so there is a record of what occurred. The minutes should be clearly written so that they can be read and understood in the future. It is important to remember that abbreviations that mean something to one group may mean nothing to someone reading the minutes a year later. Abbreviations for special projects or groups should be avoided.

### Good Business Practices for Meeting Minutes

Although the form of minutes may vary from organization to organization, the following are the minimum items of information that should be documented in meeting minutes:

- Name of the club or organization holding the meeting.
- Date, time, and place of the meeting.
- Names of those in attendance.
- Name of the presiding officer.
- Approval of minutes from the previous meeting.
- What was discussed or reported on during the meeting.
- Report on activities of standing committee(s) or special committee(s).
- What action was taken during the meeting, e.g., the budget was amended or the expenses were approved.
- The results of any votes taken, including who made a motion, who seconded the motion and anyone in opposition, if applicable.
- Listing of any unfinished business.
- Date and time of next meeting.
- What time the meeting adjourned.
- Who prepared the minutes.

Any information provided to those attending the meeting should be attached to the original minutes and kept on file, such as bylaws, project outlines and letters. The club secretary, or whoever took the minutes, should also sign the minutes when they are completed.

At the next regularly scheduled student council or club meeting, the students should review and approve the minutes of the previous meeting. The secretary should maintain a binder of all of the approved minutes for the school year.

**Minutes should be recorded as evidence of any expense that the club members approve that would not normally be considered as an approved ASB expense. For instance, buying uniforms or equipment for sports is not an allowable expense unless club members vote to do so and the vote is recorded in the club minutes. These meeting minutes must be attached to the purchase order request in order for ASB to approve the expenditure.**