How to take Minutes

Taking minutes allows you to keep a formal record of your Committee meetings, helps you track the decisions that you made and provides a useful tool to your successors. This is normally the responsibility of the Society Secretary, and in order to stay on track for the HEAR award, it must be the secretary that takes these at your yearly AGM.

Things to think about

Before the meeting:

- Ensure the meeting room has been booked
- Make sure all those attending the meeting know where the meeting is being held and what time
- Have the minutes of the previous meeting typed up and distributed in advance, so that they can be read before the meeting
- If there is any extra documentation to be discussed on the agenda make sure this has been distributed before the meeting also
- Try and meet with the Chair (normally the Society President) before the meeting so you are sure of the agenda/ order of the meeting. If you do not meet with the chair, try to ensure you have the agenda before the meeting so you know what will be discussed

During the meeting:

- Note Date, Time and Title of the meeting
- Note everyone who is present and those (if any) who send apologies. If in doubt of names, send a blank piece of paper round and ask everyone to write their name (as a register)
- Ensure you have everyone’s name before the meeting starts and if you are not ready ask the Chair to please wait
- Try to sit next to the Chair so if you have any queries it is easy to communicate with him / her
- State whether minutes from the previous meeting have been approved. Early on in the agenda a motion should be put forward to approve the minutes of the previous meeting. Approval is for verification of the accuracy of the minutes
- Don’t forget to note who proposes and seconds the approval of the minutes
- The minutes should follow the meeting – not necessarily the agenda.
- If members of the meeting arrive late / leave early, it must be noted at what point in the meeting this occurred for the purpose of the minutes
- Minutes should be an overview of what was discussed and any action points that arise from the discussions

After the meeting
• Write up your minutes as soon as possible so the meeting is still fresh in your mind and then send out to all meeting members.
• Make sure all names and titles are correct and spelt correctly
• In the minutes, for each agenda item, write an over view of what was discussed, making sure you note all important points and who they were addressed to / by. Finish section by concluding if any action points were agreed and who is responsible for ensuring the action is carried out.
• Email the minutes across to the Chair of the meeting for approval prior to circulating them to all members of the meeting
• Put your minutes up as an article on your section of the webpage – please remember that producing an article is a protocol for the secretary to meet the HEAR requirements
• Book the time and room for the next meeting and circulate to all members

Hints, Tips and Best Practice:

• If you don’t understand something be confident enough to ask the Chair to clarify the point before the meeting continues
• Be prepared – have spare pens, copies of previous meetings and the agenda to hand and make sure everyone has copies
• Write notes legibly – for when you come to type up the minutes
• Be organised
• Make sure you know names of all meeting members
• Try to meet with the Chair before the meeting to ensure you know what the agenda is / what will be discussed
Minutes of History Society Committee Meeting

Sunday December 25th 2011

2.00 pm - Room N101

1. PRESENT: [list the Society Committee members names and roles]
   a. IN ATTENDANCE: (Observers – UDSU / other Society members etc)

2. APOLOGIES: [list Society Committee members names and roles]

3. MINUTES OF THE LAST MEETING: - Wednesday November 23rd 2011

The minutes from the last meeting held on the above date were approved and agreed as a true
and accurate record by:

    Proposed by:  

    Seconded by:  

For: 4  

Against: 0  

Abstentions: 1 (no vote)

The minutes are formally agreed and approved.

4. MATTERS ARISING (Review of Actions from last meeting)

Any matters arising from the previous meeting will be discussed here. If it is not already on the agenda.

5. AGENDA ITEMS WILL GO HERE

Type discussion that occurred during the meeting.

6. A.O.B

Any Other Business – usually not itemised but items can and will occur.

7. NEXT MEETING

The next meeting of the History Society Committee will be held on Friday 20 the January 2012 at 1.00
pm.

Room TBC